



Town of Arlington Select Board

Meeting Agenda

November 14, 2018

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

1. To Review and Approve:

- Determination of the Maximum Useful Life of Nine Planned FY2019 Capital Asset Purchases To Be Financed.
- The sale of the \$5,555,000 General Obligation Municipal Purpose Loan of 2018 Bonds of the Town dated December 6, 2018 (the "Bonds") to Morgan Stanley & Co., Inc. at the price of \$5,949,516.36 and accrued interest.
- The sale of a \$3,135,558 3.00 percent General Obligation Bond Anticipation Notes of the Town dated December 7, 2018 and payable December 5, 2019 (the "Notes") to Eastern Bank at par and accrued interest plus a premium of \$24,049.73.
- All related documents required to execute the sale.

Phyllis Marshall, Treasurer

2. Discussion: Beer Garden Season End Report

Ali Carter, Economic Developer Coordinator

PROCLAMATIONS

3. Small Business Saturday

4. Spy Pond Park Project

- a. Friends of Spy Pond Park
- b. Judy Record Conservation Fund

CONSENT AGENDA

5. Vote: Chapter 268A, Section 20(b)(3) Contract Certification

a. Paul Flynn

b. David Gera

Michael Rademacher, Director, Department of Public Works

6. Reappointments: Zoning Board of Appeals (terms to expire 10/31/2021)

Roger DuPont

Joseph Moen

7. Reappointment: Transportation Advisory Committee
Howard Muise (term to expire 12/31/2022)
8. Request: Contractor/Drainlayer License
Joseph P. Cardillo & Sons, Inc., 1 Melvin Street, Wakefield, MA
9. Request: Contractor/Drainlayer License
Perdoni Brothers Inc., 6 Francis Road, Wellesley, MA
10. Request: Special (One Day) Beer & Wine License, 11/23/18 @ Arlington Masonic Temple for
ACHS 50th Reunion Party
Kevin Greeley, Select Board
11. Request: Special (One Day) Beer & Wine License, 11/23/18 @ Arlington Town Hall for AHS
20th Reunion
Julie Coffee, AHS Class of 1998
12. Request: Special (One Day) Beer & Wine License, 11/24/18 @ Arlington Town Hall for AHS
40th Reunion
Diane Carney, AHS Class of 1978
13. Request: Special (One Day) Beer & Wine License, 12/1/18 @ Robbins Library Reading Room
for Book Launch Party
Susan Bernhard
14. Appointment of New Election Workers: (1) Mara Klein Collins, 18 Hamilton Road, U, Pct. 11;
(2) Donna Dolan, 2 Old Colony Road, D, Pct. 13; (3) Elizabeth Dyer, 21 Central Street, D,
Pct. 6; (4) Maureen Jackson, 55 Melrose Street, D, Pct. 4; (5) Ann Jones, 30 Hamilton Road,
U, Pct. 6; (6) Edward Keith, 88 Park Ave, U, Pct. 20; (7) Joseph Lawlor, 163 Woodside Lane,
U, Pct. 21; (8) Lisa Roderick, 52 Dickson Avenue, D, Pct. 15

APPOINTMENTS

15. Commission for Arts and Culture
Kimberley Harding (term to expire 6/30/2021)
16. Envision Arlington Standing Committee
Kelly Lynema (term to expire 6/30/2019)
17. Transportation Advisory Committee
Jeff Maxtutis, (term to expire 12/31/2021)
Charles Giroux (term to expire 12/31/2022)

LICENSES & PERMITS

18. For Approval: Common Victualler License
Bubble Nation, 456A Massachusetts Avenue, Shanshaw Yue
19. For Approval: Common Victualler License
Butternut Bakehouse, 787-789 Massachusetts Avenue, Suzana Samad

CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

20. Request: 5th Space On Street Overnight Parking @ 38-40 Beacon Street
Johnny L. Worthy III, 38 Beacon Street, Unit 2
21. For Approval: Transportation Advisory Committee Recommendations:
 - a. Water Street @ Minuteman Bikeway
 - b. Establishment of Brackett, Gibbs, St. Agnes and Ottoson School ZonesHoward Muise, Chair
22. Discussion and Vote: CDBG Sub-Committee Expansion
Adam W. Chapdelaine, Town Manager
23. For Approval: Opening of Warrant for Annual Town Meeting 2019
24. Discussion and Vote: Updated Board and Manager Goals, FY18 - FY19
Adam W. Chapdelaine, Town Manager

FINAL VOTES & COMMENTS

Articles for Review:

- Article 3 Acceptance/Local Option: Recreational Marijuana Excise Tax
Article 4 Bylaw Amendment/LGBTQ + Rainbow Commission Membership
Article 5 Bylaw Amendment/Certain Personnel
Article 6 Endorsement/The John J. Bilafer Arlington Citizens' Scholarship Fund - Dollars for Scholars

CORRESPONDENCE RECEIVED

25. Requesting Three 'Fifteen Minute Limit' Parking Spaces on Mass. Ave. between Milton Street and Melrose Street
Petition submitted by Steven Austerer, 130 Mass. Ave.

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of Select Board November 26, 2018



Town of Arlington, Massachusetts

To Review and Approve:

Summary:

- Determination of the Maximum Useful Life of Nine Planned FY2019 Capital Asset Purchases To Be Financed.
- The sale of the \$5,555,000 General Obligation Municipal Purpose Loan of 2018 Bonds of the Town dated December 6, 2018 (the "Bonds") to Morgan Stanley & Co., Inc. at the price of \$5,949,516.36 and accrued interest.
- The sale of a \$3,135,558 3.00 percent General Obligation Bond Anticipation Notes of the Town dated December 7, 2018 and payable December 5, 2019 (the "Notes") to Eastern Bank at par and accrued interest plus a premium of \$24,049.73.
- All related documents required to execute the sale.

Phyllis Marshall, Treasurer

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Town_Treasurer_Memorandum.pdf	Memorandum from Town Treasurer
▢	Reference Material	70273596_1-Select_Board_Vote_Bonds_-_Arlington__12_7_2018.docx	Reference




Office of the Treasurer and Collector of Taxes
Town of Arlington
730 Massachusetts Avenue
Arlington, Massachusetts 02476-4906

(781) 316-3030
FAX: (781) 316-3039

PHYLLIS L. MARSHALL
Treasurer and Collector of Taxes

Memorandum

Date: November 13, 2018
To: Dan Dunn, Select Board Chair
From: Phyllis L. Marshall, Treasurer – Collector 
Subject: \$5,555,000 General Obligation Municipal Purpose Loan of 2018 Bonds (Dec. 6, 2018)
\$3,135,558 General Obligation Bond Anticipation Notes (December 7, 2018)

I am pleased to report that the borrowing issues for sale on November 8, 2018 generated five competitive bids for the 20 year bond issue and four competitive bids for the Bond Anticipation Notes.

- \$5,555,000 General Obligation Bond bid was awarded to Morgan Stanley & Co. LLC with an average interest rate of 3.16%
- \$3,135,558 General Obligation Bond Anticipation Notes bid was awarded to Eastern Bank with a net interest rate of \$2.22%

Attached is a copy of the Rating issued by November 7, 2018 in advance of the sale and S&P Global Ratings affirmed the Arlington rating of 'AAA'. The rating agency noted the very strong economy, strong management with good financial policies and practices, strong budgetary performance, very strong budgetary flexibility and liquidity as positive credit factors.

The proceeds are funding the recommendations by the Capital Planning Committee in the Report to Town Meeting April 2018, Exhibit III and voted in Article 30 (3) at the Annual Town Meeting with the exception of the Radio Upgrade-Replacement Program for Police Department in the amount of \$375,000 which will be included in a future issue to accommodate the planned spending schedule.

Also attached for your information are copies of the closing documents for your approval. If you have questions, please contact me. Thank you for your consideration.

Cc: Adam Chapdelaine, Town Manager
Sandy Pooler, Deputy Town Manager

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Arlington, Massachusetts (the "Town"), certify that at a meeting of the board held November 14, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with a portion of the proceeds of the \$3,975,000 borrowing authorized by the vote of the Town passed April 25, 2018 (Article 30) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Dallin School chiller	\$250,000	20 Years
Ottoson School HVAC unit	\$250,000	20 Years
4WD truck with sander	\$166,000	10 Years
bucket truck	\$150,000	7 Years
school bus (77 passenger)	\$130,000	5 Years
school bus (53 passenger)	\$110,000	5 Years
school security	\$105,000	5 Years
dump truck with plow	\$92,000	7 Years
school food service truck	\$55,000	7 Years

Further Voted: that the sale of the \$5,555,000 General Obligation Municipal Purpose Loan of 2018 Bonds of the Town dated December 6, 2018 (the "Bonds") to Morgan Stanley & Co., Inc. at the price of \$5,949,516.36 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on December 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2019	\$475,000	5.00%	2029	\$200,000	4.00%
2020	450,000	5.00	2030	195,000	4.00
2021	435,000	5.00	2031	195,000	4.00
2022	430,000	3.00	2032	195,000	4.00
2023	415,000	5.00	2033	195,000	3.375
2024	320,000	5.00	2034	185,000	3.50
2025	320,000	5.00	2035	185,000	3.50
2026	280,000	5.00	2036	180,000	3.625
2027	280,000	5.00	2037	180,000	3.75
2028	260,000	5.00	2038	180,000	3.75

Further Voted: to approve the sale of a \$3,135,558 3.00 percent General Obligation Bond Anticipation Notes of the Town dated December 7, 2018 and payable

December 5, 2019 (the “Notes”) to Eastern Bank at par and accrued interest plus a premium of \$24,049.73.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 1, 2018 and a final Official Statement dated November 8, 2018 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 1, 2018 and a final Official Statement dated November 8, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver continuing and Significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds or the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: November 14, 2018

Clerk of the Select Board

AM 70273596.1



Town of Arlington, Massachusetts

Discussion: Beer Garden Season End Report

Summary:

Ali Carter, Economic Developer Coordinator

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_Aeronaut_Beer_Garden_Season-end_Report.pdf	Aeronaut Beer Garden Reference



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT

M E M O R A N D U M

To: Adam Chapdelaine, Town Manager
Cc: Jennifer Raitt, Director, Department of Planning and Community Development
From: Ali Carter, Economic Development Coordinator
Date: November 7, 2018
Re: Aeronaut Beer Garden Economic Impact Report

Aeronaut Brewing Company held a total of nine beer gardens at Whittemore Park on Saturdays in July, August, and September, plus one additional beer garden on David Lamson Way on Town Day. The beer gardens scheduled for July 28, August 4, and August 11 were cancelled due to rain, and there was an early closure due to rain on August 18.

Attendance:

At the first beer garden event on July 7, Aeronaut counted over 1,000 attendees aged 21+, plus an additional 500 minors. After this inaugural event, attendance dropped but remained strong throughout the season. On the whole, they welcomed approximately 7,000 attendees over age 21, and an additional 2,000 or more minors (total individual visits; not necessarily unique individuals). They also estimate that on an average day, there were approximately 25% or more repeat visitors, with the remaining 75% being first-time visitors. According to their beer sales data, beer consumption ranged from 1.2 to 1.5 drinks per attendee 21+ on average.

Survey: Online and postcard surveys were distributed to measure community response to the beer garden. The findings were overall positive:

- 80% of survey respondents came to Arlington Center specifically because of the beer garden;
- In total, 210 survey respondents reported over \$12,000 in spending in Arlington on the day of their visit;
- 98% percent of survey respondents said they would tell someone about the beer garden;
- 97% said they would come back to the beer garden on another date;
- 89% of survey respondents were Arlington residents. Some were from surrounding towns and there was one international visitor; and
- 50% of attendees arrived by foot, 33% came by car, 17% by bike.

One of the intended outcomes of the beer garden as set forth in a memo to the Town Manager dated June 20, 2018, was to activate an under-utilized Town property with programs and events, which was a goal of the Arts and Culture Action Plan. Data shows that the intended outcome was achieved, as the beer garden was an attraction that brought increased foot traffic to Arlington Center by providing free entertainment. Arlington residents and visitors from around the region came to Arlington Center

specifically for the purpose of visiting the beer garden and ended up spending money elsewhere in town during their visit.

Costs: The Town charged Aeronaut Brewing Company a fee of \$400 for siting the beer garden in Whittemore Park on weekends throughout the summer. Their total expenses paid to the Town to cover that fee plus costs of police details and staffing of the Cutter Gallery were nearly \$6,000.00, which amounts to approximately 17% of their operating costs.

While each event operated at a gross profit, the entire season resulted in a net loss for Aeronaut, as they were unable to recoup their start-up costs for the series. Nevertheless, they consider the event a success and would apply to the Town to run the series again next year. They believe they can adjust their schedule and strategically plan rain dates to reduce their risk of running at a deficit.

Summary: This pop-up beer garden series was popular, and the Department of Planning and Community Development will draft a request for proposals for activations of Whittemore Park on a seasonal basis in the future. The RFP will clearly outline requirements for security, public safety, waste disposal and other considerations. Potential impacts on local businesses will be a major consideration for choosing which events are allowed to be staged in the park. Costs and fees associated with such events would be evaluated on a case-by-case basis. The Department will submit the RFP to the Select Board for their review.



Town of Arlington, Massachusetts

Small Business Saturday

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Small_Business_Saturday_2018.doc	reference

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROCLAMATION

- WHEREAS:** The Town of Arlington, Massachusetts celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created from 2000 to 2017; and
- WHEREAS:** Small businesses employ 47.5 percent of the employees in the private sector in the United States; and
- WHEREAS:** 90% of consumers in the United States say Small Business Saturday has had a positive impact on their community; and
- WHEREAS:** 89% of consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and
- WHEREAS:** 73% of consumers who reportedly Shopped Small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and
- WHEREAS:** The most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community (64%); and
- WHEREAS:** Arlington, Massachusetts supports our local businesses that create jobs, boost our local economy and preserve our communities; and
- WHEREAS:** Advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, BE IT RESOLVED, that we, the Members of the Select Board of the Town of Arlington do hereby proclaim November 24, 2018 as:

SMALL BUSINESS SATURDAY

and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

**SELECT BOARD
OF THE
TOWN
OF
ARLINGTON**

A true record.
ATTEST:

By: _____
Board Administrator



Town of Arlington, Massachusetts

Spy Pond Park Project

Summary:

- a. Friends of Spy Pond Park
- b. Judy Record Conservation Fund

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Friends_of_Spy_Pond_Park_2018.doc	Friends of Spy Pond Park Proclamation
▢	Reference Material	Judy_Record_Conservation_Fund_2018.doc	Judy Record Conservation Fund Proclamation

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROCLAMATION

WHEREAS: The Town of Arlington appropriated \$646,900 as part of the Spy Pond Park Project fund shoreline stabilization and ADA-compliance elements; and

WHEREAS: The Friends of Spy Pond Park is a nonprofit organization which supports the preservation, enhancement, and enjoyment of Spy Pond Park and Spy Pond as natural and community resources; and

WHEREAS: The Friends of Spy Pond Park support the ongoing protection and beautification of the park, preservation of open green space and wild life, prevention and reduction of pond pollution, and use of the park as a community and cultural resource; and

WHEREAS: The Friends of Spy Pond Park granted \$5,000 toward the Spy Pond Park Project.

NOW, THEREFORE, BE IT RESOLVED, that we, the Members of the Select Board of the Town of Arlington wish to thank the Friends of Spy Pond Park for their generous donation toward the Spy Pond Park Project.

**SELECT BOARD
OF THE
TOWN
OF
ARLINGTON**

A true record.
ATTEST:

By: _____
Board Administrator

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROCLAMATION

WHEREAS: The Town of Arlington appropriated \$646,900 as part of the Spy Pond Park Project fund shoreline stabilization and ADA-compliance elements; and

WHEREAS: The Judy Record Conservation Fund was established in 2001 by the Massachusetts Audubon Society for the protection, rehabilitation, maintenance, and acquisition of open space; and

WHEREAS: The Judy Record Conservation Fund honors the commitment of Judy Record to conservation in Belmont, Lexington, Cambridge, Waltham, Watertown, and Arlington; and

WHEREAS: The Judy Record Conservation Fund granted \$10,000 toward the Spy Pond Park Project.

NOW, THEREFORE, BE IT RESOLVED, that we, the Members of the Select Board of the Town of Arlington wish to thank the Judy Record Conservation Fund for their generous donation toward the Spy Pond Park Project.

SELECT BOARD
OF THE
TOWN
OF
ARLINGTON

A true record.
ATTEST:

By: _____
Board Administrator



Town of Arlington, Massachusetts

Vote: Chapter 268A, Section 20(b)(3) Contract Certification

Summary:

a. Paul Flynn

b. David Gera

Michael Rademacher, Director, Department of Public Works

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	P._Flynn_Reference.pdf	P. Flynn Reference
▣	Reference Material	D._Gera_Reference.pdf	D. Gera Reference

DEPARTMENT OF PUBLIC WORKS

51 Grove Street
Arlington, Massachusetts 02476
Fax (781) 316-3109



Town of Arlington

October 23, 2018

Town Clerk

Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

RE: Chapter 268A, Section 20(b), (3) Certification

To Whom It May Concern:

On behalf of the Town of Arlington, Department of Public Works, I have offered part-time work as a Snow and Ice Contractor to Paul Flynn who is currently employed full-time as a Firefighter with the Town of Arlington, Fire Department. The duties of a Snow and Ice Contractor are outside Paul's regular duties with Arlington Fire Department and will be done outside of his/her regular working hours. The Department of Public Works will compensate him for not more than 500 hours per year. I hereby certify that the contract for a Snow and Ice Contractor has been publicly noticed or-if applicable-competitively bid, and that the Department of Public Works does not have sufficient staff available to perform the duties of a Snow and Ice contractor.

By their signatures below, members of the Select Board approve the exemption of Paul Flynn from G.L.c. 268A, & 20(a), for the purposes of the contract described herein.

Signed

A handwritten signature in black ink, appearing to be "MR", written over a horizontal line.

Michael Rademacher, Director of DPW

Approved by Select Board,

Dated:

DEPARTMENT OF PUBLIC WORKS

51 Grove Street
Arlington, Massachusetts 02476
Fax (781) 316-3109



Town of Arlington

October 23, 2018

Town Clerk

Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476


RE: Chapter 268A, Section 20(b), (3) Certification

To Whom It May Concern:

On behalf of the Town of Arlington, Department of Public Works, I have offered part-time work as a Snow and Ice Contractor to David Gera who is currently employed full-time as a Firefighter with the Town of Arlington, Fire Department. The duties of a Snow and Ice Contractor are outside David's regular duties with Arlington Fire Department and will be done outside of his/her regular working hours. The Department of Public Works will compensate him for not more than 500 hours per year. I hereby certify that the contract for a Snow and Ice Contractor has been publicly noticed or-if applicable-competitively bid, and that the Department of Public Works does not have sufficient staff available to perform the duties of a Snow and Ice contractor.

By their signatures below, members of the Select Board approve the exemption of David Gera from G.L.c. 268A, & 20(a), for the purposes of the contract described herein.

Signed,



Michael Rademacher, Director of DPW

Approved by Select Board,

Dated: _____



Town of Arlington, Massachusetts

Reappointments: Zoning Board of Appeals (terms to expire 10/31/2021)

Summary:

Roger DuPont

Joseph Moen

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Request_Reapp_ZBA.pdf	Request Reappointment ZBA
▢	Reference Material	R._DuPont_Reference.pdf	R. DuPont Reference
▢	Reference Material	J._Moen_Reference.pdf	J. Moen Reference

From: "Patrick Quinn"
To: "Ashley Maher" <AMaher@town.arlington.ma.us>
Date: 10/31/2018 04:18 PM
Subject: ZBA

Dear Select Board,

As chair of the Zoning Board of Appeals I request to have Roger DuPont and Joseph Moen reappointed for 3 year terms to expire October 31, 2021.

Thank you,
Patrick Quinn

Patrick Quinn, CIC
Quinn Group Insurance Agency, Inc.
Patrick@QuinnGroupIns.com

www.QuinnGroupIns.com

LAW OFFICE OF
ROGER A. DuPONT
ATTORNEY AT LAW

P. O. Box 750037
ARLINGTON, MASSACHUSETTS 02475
rad@attydupont.com

PHONE: 781-863-8668

FAX: 781-325-1039

October 17, 2018

Select Board
Marie Krepelka, Administrator
730 Massachusetts Avenue
Arlington, MA 02476

Via Email: mkrepelka@town.arlington.ma.us

Re: Reappointment to Zoning Board of Appeals

Dear Marie,

In accordance with our telephone conversation of today, I am sending this request to be reappointed for an additional term to the Zoning Board of Appeals. I believe that my term expires at the end of this month. I would consider it a pleasure and an honor to be able to sit on the Board for another term. Please let me know if you need any further information. Thank you.

RAD/tsp
Cc: Mike Byrne,
Rick Vallarelli &
Patrick Quinn

Very truly yours,

Roger A. DuPont

Roger A. DuPont

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 2, 2018

Roger A. DuPont

Arlington, MA 02476

Re: Reappointment – Zoning Board of Appeals

Dear Mr. DuPont:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on November 14, 2018 at 7:15pm in the Select Board's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:ls

From: Joe Moen
To: Ashley Maher <amaher@town.arlington.ma.us>
Date: 11/05/2018 03:22 PM
Subject: Reappointment to Arlington Zoning Board of Appeals

Ashley,

I write to formally request reappointment by the Select Board as a member of the Town of Arlington Zoning Board of Appeals for a three year term. Thank you.

Sincerely,

Joseph T. Moen

--

Joseph T. Moen, Esq.

Arlington, MA 02474

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEYIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 2, 2018

Joseph Moen

Arlington, MA 02474

Re: Reappointment – Zoning Board of Appeals

Dear Mr. Moen:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting to be held on November 14, 2018 at 7:15pm in the Select Board's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:ls



Town of Arlington, Massachusetts

Reappointment: Transportation Advisory Committee

Summary:

Howard Muise (term to expire 12/31/2022)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Muise_reapp.pdf	Reference



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Dan Amstutz

To: Board of Selectmen, Arlington, MA

From: Transportation Advisory Committee (TAC)

Subject: Two New Voting Member Appointments and One Reappointment

Date: November 8, 2018

This is to request that the Select Board approve the following two nominations to full membership on the Arlington Transportation Advisory Committee:

Jeff Maxtutis -- Jeff has been an active member of TAC since 2004. He has served as an associate member since 2016 and was a full time member for 12 years prior to that. As a full time member he has served as Vice-Chair and Co-Chair, and has led or participated in numerous working groups throughout his time on TAC. He is a professional transportation planner and is an Associate at BETA Group, Inc. He will represent precincts 15-21 and his term will expire in 2021.

Charles Giroux -- Chuck has been an active associate member of TAC since the winter of 2017. He grew up in the Boston area and has been a resident of Arlington for approximately three years. He received his BA in History from Boston University in 2011 and is currently attending Babson College for business. He is a technology management professional currently employed at OneVision Resources in Boston. He will fill a vacant at-large seat and his term will expire in 2022.

Also, my term expires at the end of this year and I request reappointment to another four-year term, which would expire in 2022.

Thank you for your consideration of these requests.

Respectfully submitted,

Howard Muise – TAC Chair

Transportation Advisory Committee Members:

Dan Amstutz, Wayne Chouinard, Charles Giroux, Michael Gordon, Pamela Heidell, Brian Kmetz,
Melissa Laube, Jeff Maxtutis, Howard Muise, Officer Corey Rateau, and Scott Smith

Web site; www.arlingtonma.gov/tac



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Joseph P. Cardillo & Sons, Inc., 1 Melvin Street, Wakefield, MA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_from_Engineering.pdf	Engineering Memo
▢	Reference Material	Town_Application_and_Meeting_Notice.pdf	Application and Meeting Notice



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: November 6, 2018

Dear Honorable Board Members,

Reference is hereby made to an application by Mark J Cardillo of Joseph P. Cardillo & Sons, Inc. to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Joseph P. Cardillo & Sons, Inc.
1 Melvin Street, Suite C
Wakefield, MA 01880
Nicole Brietzke
Phone: 781-245-8095
Email: cardillo@jpcardillo.com

As a previously approved contractor in good standing and upon review of references, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☐ Sewer/Drain Inspection ☐ Driveway Work ☐ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Joseph P Cardillo & Son, Inc.

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 1 Melvin Street Suite C City/Town: Wakefield State: MA

Primary Phone: 7812458095 E-mail: cardillo@jpcardillo.com

Length of Time in Business under the same Firm Name: 97 years

Full Name(s) of Principal(s): Mark J Cardillo President

Primary Contact Person: Nicole Brietzke

Experience/Previous Work

Nature of Typical/Standard Work: Water, Sewer, Drain

Have you ever performed this type of work in Arlington: ☒ Yes ☐ No

If Yes, Please provide Location: 67 Pleasant Street Approximate Date: January 2018

Total Amount of such construction this year: _____

Total Amount of such construction last year: _____

Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters

Municipality: See attached

Primary Contact Name: _____ Email: _____

Municipality: _____

Primary Contact Name: _____ Email: _____

Municipality: _____

Primary Contact Name: _____ Email: _____

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: See attached Phone: _____

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: Mark J Cardillo Date: 11/2/2018

PCopr Dmpk

Not r Dmpk

Joseph P. Cardillo & Son, Inc.
One Melvin Street, Suite D
Wakefield, MA 01880
Phone: (781)-245-8095 – Fax (781)-245-3478
cardillo@jpcardillo.com

Completed Projects

1. Owner: City of Burlington
City/State: Burlington, MA
Dollar Amount: \$583,777.37 Date Completed: Sept. 2015
Public Bid: Yes
Type of Work: Water, Hydrants, Sewer, Curbing, Rock/ Ledge Excavation, Paving, Loam/ Seed
Contact Person: Stephen Hildreth, Senior Civil Engineer, 781-270-1643, shildreth@burlington.org

2. Owner: Town of Wilmington, MA
City/State: Wilmington, MA
Dollar Amount: \$88,000.00 Date Completed: Sept. 2015
Public Bid: Yes
Type of Work: Water main, Rock and Ledge Excavation, Paving, Loam and Seeding
Contact Person: palunni@wilmingtonma.gov

3. Project Name: CEDAR CREEK WATER MAIN -2015
Owner: Town of Barrington, NH
City/State: Barrington, NH
Dollar Amount: \$ 425,600.00
Public Bid: Yes Date Completed: August 2015
Type of Work: Water main, Rock and Ledge Excavation, Paving, Loam and Seeding
Contact Person: Arcadis, Inc. Kate Edwards, Kate.Edwards@arcadis-us.com

4. Owner: Town of Topsfield
City/State: Topsfield, MA
Dollar Amount: \$914,839.00 Date Completed: June 2015
Public Bid: Yes
Type of Work: Water main installation, Rock and Ledge Excavation
Contact Person: Greg Krom, Town of Topsfield, gkrom@topsfieldpublicworks.org

5. Owner: Town of Marblehead
City/State: Marblehead, MA
Dollar Amount: \$2,582,679.96 Date Completed: December. 2014
Public Bid: Yes
Type of Work: Drain Relocation, By-Pass, Water, Catch Basins
Contact Person: Bethany J. Santangelo, P.E., Haley and Ward, Inc. bsantangelo@haleyward.com

Joseph P. Cardillo & Son, Inc.
Completed Projects- Continued

6. Project Name: Harry Della Russo Stadium
Owner: City of Revere
City/State: Revere, MA
Dollar Amount: \$145,000.00 Date Completed: July, 2014
Public Bid: Yes
Type of Work: Water, hydrants
Contact Person: Heimlich Landscaping & Construction Corporation, 781-938-8988
7. Project Name: City of Winthrop
Owner: City of Winthrop
City/State: Winthrop, MA
Dollar Amount: \$129,000.00 Date Completed: August, 2014
Public Bid: Yes
Type of Work: Water, Hydrants, Rock and Ledge Excavation, Paving, and Loam and Seeding
Contact Person: Steve Calla, Town of Winthrop, scalla@town.winthrop.ma.us
8. Project Name: Terrace Hall Water Main Abandonment
Owner: Town of Burlington
City/State: Burlington, MA
Dollar Amount: \$200,000.00 Date Completed: July, 2014
Public Bid: Yes
Type of Work: Water, Hydrants, Rock and Ledge Excavation, Paving, and Loam and Seeding
Contact Person: Brian R. White, P.E., Town of Burlington, bwhite@burlington.org
9. Project Name: Norwell- South Street/Tiffany Road -Cross Country Water Main
Owner: Town of Norwell
City/State: Norwell, MA
Dollar Amount: \$299,250.00 Date Completed: June 2014
Public Bid: Yes
Type of Work: Water, Hydrants, Rock and Ledge Excavation, Paving, Cold Planing, Driveways and Sidewalk replacement, and Loam and Seeding
Contact Person: Michael F, Clark, P.E, POLARIS CONSULTANTS LLC, 781.733.1214
10. Project Name: Milton 2013 Water Main Improvement
Owner: Town of Milton
City/State: Milton, MA
Dollar Amount: \$762,631.26 Date Completed: January 2014
Public Bid: Yes
Type of Work: Water, Hydrants, Rock and Ledge Excavation, Paving, Cold Planing, Driveways and Sidewalk replacement, and Loam and Seeding
Contact Person: George Allen, PE, Stantec Consulting, 978-692-1913

Joseph P. Cardillo & Son, Inc.
Completed Projects- Continued

11. Project Name: Water Main Replacement Project
Owner: Town of Hamilton
City/State: 577 Bay Road, Hamilton, MA 01936
Dollar Amount: \$1,061,952.00 Date Completed: November 2013
Public Bid: Yes
Type of Work: Water, Hydrants, Rock and Ledge Excavation, Paving, Cold Planing, Driveways and Sidewalk replacement, and Loam and Seeding
Contact Person: George Allen, PE, Stantec Consulting, 978-692-1913
12. Project Name: Sewer, Water and Drain Improvements-Contract 3, Phase 1
Owner: Town of Winthrop
City/State: 100 Kennedy Drive, Winthrop, MA 02152
Dollar Amount: \$2,674,654.83 Date Completed: May 2013
Public Bid: Yes
Type of Work: Sewer, Drain Relocation, By-Pass, Water, Catch Basin, Curbing, Sidewalks, Driveways, Paving Reclamation, and Loam and Seeding
Contact Person: Steve Calla, Town of Winthrop, 617-212-5193
13. Project Name: Tennyson Rd, Whittier Rd, & Browning Terrace
Sewer Main Rehabilitation and Replacement
Owner: Town of Reading
City/State: 16 Lowell Street, Reading, MA 01867
Dollar Amount: \$217,322.00 Date Completed: March 2013
Public Bid: Yes
Type of Work: Sewer, Drain, Paving, Sidewalk Reconstruction, Loam & Seed
Contact Person: Ryan Percival, PE-Senior Civil Engineer, Town of Reading, 781-942-9082
14. Project Name: Wilmington H.S. Wastewater Pump Station and
Force Main and Church St. Water Main Replacement
Owner: Town of Wilmington
City/State: 12 Glen Road, Wilmington, MA 01887
Dollar Amount: \$ 1,117,193.00 Date Completed: August 2013
Public Bid: Yes
Type of Work: Water main, sewer force main, pump station, directional drilling.
Contact Person: Engineering, Town of Wilmington, 978-658-4499
15. Project Name: Eden Road Reconstruction Project IFB 32-12
Owner: Town of Rockport
City/State: 34, Broadway, Rockport, MA 01966
Dollar Amount: \$ 540,182.08 Date Completed: April 2013
Public Bid: Yes
Type of Work: Water, Sewer, Drainage, Pavement Reconstruction, Ledge
Contact Person: Tim Olsen, Director of Public Works, Town of Rockport, 978-546-3525

Joseph P. Cardillo & Son, Inc.
Completed Projects- Continued

16. Project Name: North Main Street Water Main Replacement
Owner: Town of Ipswich
City/State: 25 Green Street, Ipswich, MA 01938
Dollar Amount: \$ 553,724.24 Date Completed: April 2013
Public Bid: Yes
Type of Work: Water, Sewer, and Roadway Reclamation and Sidewalk Replacement
Contact Person: Stephen DeFrancesco, PE – AECOM, 781-246-5200
17. Project Name: Bradlee Rd., Atherton St., Churchill Ln.: Water Main Construction
Owner: Town of Milton
City/State: Milton, MA
Dollar Amount: \$ 722,529.81 Date Completed: October 2012
Public Bid: Yes
Type of Work: Furnish & Install 12", 8" and 6" Water Main, Gate Valves, Hydrants, Service Connections, Excavation, and paving
Contact Person: John Thompson, PE, Town of Milton
617-898-4869
18. Project Name: Essex Avenue Water Main
Owner: City of Gloucester
City/State: Gloucester, MA
Dollar Amount: \$ 2,069,004.22 Date Completed: June 2011
Public Bid: Yes
Type of Work: Furnish & Install 20" water main, Water By-Pass, Gate Valves, Hydrants, Sidewalks, Curbing, Flowable Fill, and Paving Reclamation
Contact Person: Peter Calderazzo, Engineer-Dewberry, 617-531-0748
19. Project Name: Fruit Street WWTF Influent Force Main
Owner: Town of Hopkinton
City/State: 66 Fruit Street, Hopkinton, MA 0174
Dollar Amount: \$1,562,181.73 Date Completed: August 2011
Public Bid: Yes
Type of Work: Furnish & Install 5000' of 8" Force Main, Five Air release manholes, Directional Drilling, Paving Reclamation
Contact Person: David Daltorio, PE- Town Engineer/Facilities Coordinator- 508-497-9738
20. Project Name: Paving of Various Roads as Needed # 13081
Owner: City of Gloucester
City/State: 9 Dale Avenue, Gloucester, MA
Dollar Amount: \$735,185.00 Date Completed: November 2013
Public Bid: Yes
Type of Work: Paving, Reclamation, Repair/ Replace Sidewalks, Driveway Aprons, Wheelchair Ramps, Curbing, Reconstruct Sewer/Drain Structures
Contact Person: Michael Hale, Director of Public Works, 978-281-9785

Joseph P. Cardillo & Son, Inc.
Completed Projects- Continued

21. Project Name: Raw Water Pipelines and Appurtenances
Owner: Town of Seabrook, NH
City/State: Seabrook, NH
Dollar Amount: \$ 618,662.10 Date Completed: October 2012
Public Bid: Yes
Type of Work: Furnish & Install 12", 10", and 8" Water Main, Gate Valves, Hydrants, and paving
Contact Person: Steve Defrancesco, Engineer-AECOM, 781-246-5200
22. Project Name: South Bedford Street Water Main Project
Owner: Town of Burlington
City/State: Burlington, MA
Dollar Amount: \$ 654,442.17 Date Completed: July 2012
Public Bid: Yes
Type of Work: Furnish & Install 16", 12" and 10" Water Main, Gate Valves, Hydrants, By-Pass and paving
Contact Person: Timothy Mazzone, Engineer-Town of Burlington, 781-270-1640
23. Project Name: Way and Page Infrastructures Improvements
Owner: City of Gloucester
City/State: Gloucester, MA
Dollar Amount: \$ 1,542,826.20 Date Completed: December 2009
Public Bid: Yes
Type of Work: 5,000 LF of Water Main Replacement, Drainage, Sidewalks, Cold Planing, and Reclamation
Contact Person: Michael Hale, Director of Public Works, 978-281-9785
24. Project Name: Washington Street Water, Drainage, Sidewalk Replacement, and Roadway Reconstruction
Owner: Town of Ipswich
City/State: Ipswich, MA
Dollar Amount: \$1,359,181.06 Date Completed: November 2011
Public Bid: Yes
Type of Work: Water, Sewer, and Roadway Reclamation and Sidewalk Replacement
Contact Person: Frank Ventimiglia, Public Works, 978-356-6612
25. Project Name: Mast Road Sewer Project (ARRA Project)
Owner: Town of Goffstown, NH
City/State: Goffstown, NH
Dollar Amount: \$2,114,361.17 Date Completed: August 2011
Public Bid: Yes
Type of Work: Install Water/Sewer and Drainage, By-Pass Pumping, Roadway Paving, Sidewalk Reconstruction
Contact Person: Michael Trainque, PE - Hoyle Tanner & Associates, 603-669-5555

Joseph P. Cardillo & Son, Inc.
Completed Projects- Continued

26. Project Name: 25,000 LF of water main replacement
Owner: Town of Braintree
City/State: Braintree, MA
Dollar Amount: \$3,246,566.96 Date Completed: September 2009
Public Bid: Yes
Type of Work: 25,000 LF of water main replacement, drainage, sidewalks, cold-planing
and reclamation
Contact Person: Robert Campbell, Town of Braintree, 781-794-8010

Trade References

Joseph P. Cardillo & Sons, Inc.

1 Melvin Street

Wakefield, MA 01880

1. Bank Reference:

Northern Bank & Trust Company

Jerod Colley

VP - Cash Management Relationship Manager

P: 781-404-1980 | M: 978-799-5847 | jcolley@nbtc.com

275 Mishawum Road, Woburn, MA 01801

2. Bond Reference:

Philadelphia Indemnity Insurance Company

Oscar B. Johnson,

Phone: 781-642-9000

Oscar Johnson - oscar-johnson@esia.com

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 6, 2018

Mark J. Cardillo, President
Joseph P. Cardillo & Sons, Inc.
1 Melvin Street, Suite C
Wakefield, MA 01880

Dear Mr. Cardillo:

The Select Board will be discussing your request for a License to do Drainlaying in the Town of Arlington on Wednesday, November 14th in the Select Board Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Perdoni Brothers Inc., 6 Francis Road, Wellesley, MA

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Engineering_memo__Perdoni_Brothers_Inc_11-9-18.pdf	Engineering Memo
▢	Reference Material	Perdoni_Brothers_Application.pdf	Perdoni Brothers Application



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: November 9, 2018

Dear Honorable Board Members,

Reference is hereby made to an application by Joseph Perdoni of Perdoni Brothers Inc. to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Perdoni Brothers Inc.
6 Francis Road
Wellesley, MA 02482
Joseph Perdoni
Phone: 781-235-5790
Email: jperdonisr@verizon.net

Upon review of the provided references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: PERDONI BROTHERS INC

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 6 FRANCIS ROAD City/Town: WELLESLEY State: MA

Primary Phone: 7812355790 E-mail: jperdonisr@verizon.net

Length of Time in Business under the same Firm Name: 50 years

Full Name(s) of Principal(s): JOSEPH PERDONI

Primary Contact Person: JOSEPH PERDONI

Experience/Previous Work

Nature of Typical/Standard Work: WATER AND SEWER, PUMPING STATIONS

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: _____ Approximate Date: _____

Total Amount of such construction this year: _____

Total Amount of such construction last year: _____

Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters

Municipality: TOWN OF WELLESLEY

Primary Contact Name: DOUG STEWART 781-235-7600 X 3315 Email: DPW@WELLESLEYMA.GOV

Municipality: TOWN OF WESTON

Primary Contact Name: STEVE FOGG 781-786-5100 Email: FOSS.S@WESTONMASS.ORG

Municipality: TOWN OF NATICK

Primary Contact Name: JOHN DIGIACOMO 508-647-6400 x 2064 Email: JDIGIACOMO2NATICKMA.ORG

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: TD BANK Phone: 781-235-9100

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: _____ Date: _____

Reset Form

Print Form



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/23/18 @ Arlington Masonic Temple for ACHS 50th Reunion Party

Summary:

Kevin Greeley, Select Board

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	K._Greeley_ACHS_Reunion_Special_App.pdf	ACHS Reunion Special One Day Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant:

Kevin Greeley

Address, phone & e-mail contact information:

5 Russell Place, Arlington, Ma. 02476 617-759-2200, greeleycom@aol.com

Name & address of Organization for which license is sought:

Jim Dentremont, Cocktails, LLC, 5 Nanset Rd., Weymouth, Ma.

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

617-590-3453 jim@cocktailsbarstaff.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ NO ☐ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one-time event

24-Hour contact number for Responsible Manager on Event date:

617-590-3453

Title of Event:

Arlington Catholic High School 50th Reunion Party

Date/time of Event:

Friday, November 23, 2018

Location of Event: Arlington Masonic Hall

Location/Event Coordinator: Patsy Kraemer/Eileen Messina

Method(s) of invitation/publicity for Event:

Invitation/social media

Number of people expected to attend: 40

Expected admission/ticket prices: \$68

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$5 beer, \$7 wine, \$2 soda/waters

Will persons under age 21 be on premises? No

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Rataeue

Date 11-5-18

Off. Corey P. Rataeue
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

full dinner menu waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Cocktails LLC bartending staff

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc;

Kappy's On Line, Everett

Date of Delivery: Fri. Nov. 23, 2018

Alcohol Serving Time (s) 6:00 pm - 10:00 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

will take back what is not used.

Date of Pick-Up:

Mon. November 26, 2018

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Kevin Greeley

Printed title & Organization name: _____

Email: greeleycom@aol.com

revised: 5/18/2015 reformatted: 02252018



ROBBINS MEMORIAL TOWN HALL AUDITORIUM

730 Massachusetts Avenue, Arlington, Ma. 02476

25 October 2018

SECURITY PLAN FOR ACHS 50TH REUNION

A 50th Reunion Party for former students of Arlington Catholic High School will be held on Friday, November 23, 2018, at Arlington Masonic Hall. The event is scheduled for 6:00 pm to 10:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 40 guests to attend.

Eileen will be the event coordinator for the event.

The committee for the event will be responsible to ensure that everything runs smoothly. The committee is chaired by Kevin Greeley.

The food will be provided by Dagostino's of Arlington. Cocktails Limited will provide the certified bartender.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Masonic Hall parking lot, the parking lot at the Central School office building across the street from the Masonic Hall, and on the side streets.

Please advise if there are other items that we need to consider.

is is your Official TIPS® Certification Card.

it with you as evidence of your skills and knowledge in the responsible and consumption of alcohol.

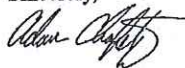
Congratulations!

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued: 1/26/2016

Expires: 1/26/2019

ID#: 4171829

D.O.B.: XX/XX/XXXX

Jim Dentremont
Cocktails
5 Nanset Rd
Weymouth, MA 02191-1511

For service visit us online at www.gettips.com

Carry it with you as proof of your TIPS certification.

ID#: 4497355 Name: Lynne P Travers

Exam Date: 4/7/2017

Expiration Date: 4/7/2020



eTIPS On Premise 3.0

CERTIFIED

Issued: 4/7/2017

Expires: 4/7/2020

ID#: 4497355

Lynne P Travers
Wollaston Golf Course
14 Tingley Rd
Braintree, MA 02184-3411

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/1/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Weymouth 253 Washington St Weymouth MA 02188	CONTACT NAME: PHONE (A/C, No, Ext): 781-331-5200 E-MAIL ADDRESS: commercial@kaplansky.com	FAX (A/C, No): 781-340-1817
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Mount Vernon Fire Insurance Company		
INSURER B : United States Liability Insurance		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Cocktails, LLC
c/o Jim Dentremon
5 Nanset Rd
Weymouth MA 02191

COCKLLC-01

COVERAGES

CERTIFICATE NUMBER: 1605071215

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INDS	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CL2652807C	12/18/2017	12/18/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			CL1634026D	12/18/2017	12/18/2018	Per Liquor Occurrence 1,000,000 Aggregate 1,000,000 Prod/CO Aggr 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Catering and Bartending Services

The certificate holder is an additional insured as respects general liability of the insured, if required by written agreement with the insured per company form L-723 0209.

The Owner of any premises at which the insured is serving alcohol is an additional insured as respects liquor liability arising from the insured's serving of alcohol per company form L-723 0209.

CERTIFICATE HOLDER

CANCELLATION

ARLINGTON MASONIC HALL
19 Academy Street
Arlington MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/23/18 @ Arlington Town Hall for AHS 20th Reunion

Summary:

Julie Coffee, AHS Class of 1998

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	AHS_20th_Reunion_Special_App.pdf	AHS 20th Reunion Special Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Julie Coffey/ AHS 20th Class Reunion

Address, phone & e-mail contact information:

90 Mill St., Burlington, Ma., 781-354-6665, julie.coffey@hotmail.com

Name & address of Organization for which license is sought:

Ed Garland, Premier Bartending , PO Box 540310, Waltham, Ma

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

Ed Garland

Address, phone & e-mail contact information:

egarland@premierbarservice.com, 781-223-5001

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? If so, please give date(s) of Special Licenses and/or applications and title of event(s).

NO

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one-time event

24-Hour contact number for Responsible Manager of Alcohol Event date:

781-223-5001

Title of Event:

20th High School Reunion

Date/time of Event:

Fri. November 23, 2018.

Location of Event:

Arlington Town Hall

Location/Event Coordinator:

Patsy Kraemer/Vicki Rose/Sheelah Ward

Method(s) of invitation/publicity for Event:

invitation, social media

Number of people expected to attend:

75-80

Expected admission/ticket prices:

\$55

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$4 beer, \$5 for craft beer, \$6 wine

Will persons under age 21 be on premises?

No

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?

yes

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Det. Corey P. Roteau Date 11-5-18
Det. Corey P. Roteau
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Sweet and Savory Tapas, sodas, waters

Who will be responsible for serving alcoholic beverages at the Event?

Premier Bartending Service

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire event.

TIPS Certification

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc)

Kappy's OnLine, Everett

Date of Delivery: Fri. 10/23/2018

Alcohol Serving Time (s): 6:00 pm - 10:00 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Kappy's will pick up

Date of Pick-Up: Mon. Nov. 26, 2018

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attached

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete**

information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Julie Coffee

Printed title & Organization name: _____

Email: julie.coffee@hotmail.com



ROBBINS MEMORIAL TOWN HALL AUDITORIUM

730 Massachusetts Avenue, Arlington, Ma. 02476

26 October 2018

SECURITY PLAN FOR AHS 20TH REUNION

A 20th Reunion Party for former students of Arlington High School will be held on Friday, November 23, 2018, at Town Hall. The event is scheduled for 6:00 pm to 10:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 70 guests to attend.

Patsy Kraemer will be the event coordinator for the event. The committee for the event will be responsible to ensure that everything runs smoothly. The committee is chaired by Julie Coffee.

The food will be provided by Beaujolais Catering of Arlington and the bar service will be done by Premier Bartending Service of Waltham.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building, and on the side streets.

Please advise if there are other items that we need to consider.

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.
Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

You have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



Sincerely,



Adam F. Chafetz
HCL President

ID#: 4785743 Name: Caitlin S Gaffney
Exam Date: 4/29/2018 Expiration Date: 4/29/2021

TIPS eTIPS On Premise 3.0
Issued: 4/29/2018
ID#: 4785743

CERTIFIED

Expires: 4/29/2021

Caitlin S Gaffney
Premier Bar Service and Catering
282 Moody St
Waltham, MA 02453-5232

For service visit us online at www.gettips.com

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.
Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



Sincerely,

A handwritten signature in dark ink, appearing to read "Adam Chafetz".

Adam F. Chafetz
HCI President

ID#: 4785742 Name: Caleb C Cook
Exam Date: 4/29/2018 Expiration Date: 4/29/2021

TIPS® eTIPS On Premise 3.0 **CERTIFIED**

Issued: 4/29/2018 Expires: 4/29/2021

ID#: 4785742

Caleb C Cook
Premier Bar Service and Catering
282 Moody St Ste 306
Waltham, MA 02453-5232

For service visit us online at www.gettips.com



PREMIER-01

JHOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494		CONTACT NAME: PHONE (A/C, No, Ext): (781) 455-0700 FAX (A/C, No): (781) 449-8976 E-MAIL ADDRESS: certificates@roblininsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Mount Vernon Fire Co	
		INSURER B : StarStone National Insurance Company	
		INSURER C : U.S. Liability Ins. Co.	
		INSURER D :	
		INSURER E :	
		INSURER F :	

INSURED

Premier Catering & Bar Service LLC
PO Box 540310
Waltham, MA 02454

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP2610440	03/11/2018	03/11/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED NONOWNED \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			88915C175ALI	03/11/2018	03/11/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Liquor Liability			CL1569703C	03/11/2018	03/11/2019	per Occurrence 1,000,000
C	Liquor Liability			CL1569703C	03/11/2018	03/11/2019	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Arlington is additional insured with regard to liability of the named insured.

CERTIFICATE HOLDER

Town of Arlington Town Hall 730 Massachusetts Ave. Arlington, MA 02476	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Peter Roblin</i>



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 11/24/18 @ Arlington Town Hall for AHS 40th Reunion

Summary:

Diane Carney, AHS Class of 1978

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	AHS_40th_Reunion_Special_App.pdf	AHS 40th Reunion Special Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant:

Diane Carney, AHS Class of 78

Address, phone & e-mail contact information:

29 Beech St, Saugus, Ma. 01906 781-307-1313 dianthus78@yahoo.com

Name & address of Organization for which license is sought:

Leo LeFarge, LeFarge Bartending Service, 463 Fellsway West, Medford, Ma. 02115

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ NO ☒ X If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one-time event

24-Hour contact number for Responsible Manager on Event date:

Patsy Kraemer/Vicki Rose

Title of Event:

40th High School Reunion

Date/time of Event:

Sat. 11/24/2018 7:30 pm - 11:30 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose/Sheelah Ward

Method(s) of invitation/publicity for Event:

Invitation /social media

Number of people expected to attend: 90

Expected admission/ticket prices: _____

Expected prices for food and beverages (alcoholic and non-alcoholic):

Will persons under age 21 be on premises? NO

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Dfc. Corey J. Raton

Date 11-5-18

Dfc. Corey J. Raton
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

full dinner menu waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

LeFarge Bartending Service

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc;

Kappy's OnLine

Date of Delivery: Sat. 11/24/2018

Alcohol Serving Time (s) 7:30 pm - 11:00 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Kappy's will take back what is not used.

Date of Pick-Up:

Mon. 11/26/2018

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Diane Carney

Printed title & Organization name: _____

Email: dianthus78@yahoo.com

revised: 5/18/2015 reformatted: 02252018



ROBBINS MEMORIAL TOWN HALL AUDITORIUM

730 Massachusetts Avenue, Arlington, Ma. 02476

26 October 2018

SECURITY PLAN FOR AHS 40TH REUNION

A 40th Reunion Party for former students of Arlington High School will be held on Saturday, November 24, 2018, at Town Hall. The event is scheduled for 7:30 pm to 11:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 90 guests to attend.

Patsy Kraemer will be the event coordinator for the event. The committee for the event will be responsible to ensure that everything runs smoothly. The committee is chaired by Diane Carney.

The food will be provided by Kowloon Restaurant of Saugus and the bar service will be done by LeFarge Bartending Service of Medford.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building, and on the side streets.

Please advise if there are other items that we need to consider.



eTIPS On Pre

Issued: 4/28/2017

ID#: 4513194

Jennifer Whelan

4 Beach St

Foxboro, MA 02035-

For service visit us online

Exam Date: 3/22/20



eTIPS

Issued: 3/22/20

ID#: 4484693

Leo Lafarge

463 Fellsway

Medford, MA



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Pompeo & Sons Insurance Agency, Inc 464 High Street Medford, MA 02155	CONTACT NAME: ANDREW GIAMMARCO	
	PHONE (A/C No, Ext): 781-391-1630 FAX (A/C, No): 781-391-4214 E-MAIL ADDRESS: andrew@pompeoinsurance.com	
INSURED Leo LaFarge dba: JPN Professional Bartending Servi 463 Fellsway Medford, MA 02155	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hospitality Mutual Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability	X		00099310LL	01/11/2018	01/11/2019	nce Limit: \$1,000,000 ate Limit: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following are additionally insured if required by contract: Town of Arlington

CERTIFICATE HOLDER

Town of Arlington

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 12/1/18 @ Robbins Library Reading Room for Book Launch Party

Summary:

Susan Bernhard

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	S._Bernhard_Special_Application.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: **Susan Bernhard**

Address, phone & e-mail contact information: 30 EUSTIS STREET, ARLINGTON, MA 02476; 617-218-7948; Bernhard.susan@gmail.com

Name & address of Organization for which license is sought: _____

Does this Organization hold nonprofit status under the IRS Code? ____ Yes x No

Name of Responsible Manager of Organization (if different from above): **Jodi Auerbach-Something Savory; Jodi@somethingsavory.com; 617-549-2599.**

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ____NO____ If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? One Time Event _____

24-Hour contact number for Responsible Manager of Alcohol Event date: **617-549-2599**

Title of Event: **Book Launch Party**

Date/time of Event: **DECEMBER 1, 2018/7:30-11:30PM**

Location of Event: **Robbins Library Reading Room**

Location/Event Coordinator: **Victoria Rose**

Method(s) of invitation/publicity for Event: **mailed and emailed invitations.**

Number of people expected to attend: **90**

Expected admission/ticket prices: **N/A**

Expected prices for food and beverages (alcoholic and non-alcoholic): N/A

Will persons under age 21 be on premises? No.

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?
YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Pateau

Date 11-14-18

Off. Corey P. Pateau
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

BEER AND WINE

What types of food and non-alcoholic beverages do you plan to serve at the Event? SEE ATTACHED MENU

Who will be responsible for serving alcoholic beverages at the Event?

BARTENDERS: BONNIE SUE TOMASSIAN; MARTIN S. NORMAN; ROBYN GOODNER; SHEILA REYNOLDS

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Bartenders have completed eTIPS on Premise 3.0

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

**ROBYN GOODNER-
MARTIN S. NORMAN-
BONNIE SUE TOMASSIAN-
SHEILA REYNOLDS-**

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Atlas Liquors in Medford, MA

Date of Delivery: SATURDAY, DECEMBER 1, 2018
Alcohol Serving Time (s): 7:30PM-11:00PM

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
OPENED, UNUSED WILL BE PLACED IN THE DESIGNATED CAR TRUNK BY THE RESPONSIBLE MANAGER. UNOPENED, UNUSED WILL BE PICKED UP BY.

Date of Pick-Up: MONDAY, DECEMBER 3.

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) LIQUOR/GENERAL LIABILITY INSURANCE; TIPS CERTIFICATES FOR THE BARTENDERS.

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: *Susan Bernhard*

Printed name: Susan Bernhard

Printed title & Organization name: Book Launch Party

Email: Bernhard.susan@gmail.com

Susan Bernhard
30 Eustis Street
Arlington, MA 02476
Bernhard.susan@gmail.com

7 November 2018

SECURITY PLAN FOR SUSAN BERNHARD BOOK LAUNCH PARTY

A BOOK LAUNCH PARTY will be held on Saturday, December 1, 2018 from 7:30pm-11:30pm at the Robbins Library Reading Room. Alcohol service of beer and wine will run from 7:30pm-11:00pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 90 adult guests to attend.

Victoria Rose, Event Coordinator and Crowd Manager, will be on site to monitor the use of the Robbins Library Reading Room. Something Savory Catering will provide the food and the bartenders. Jodi Auerbach is the Responsible Manager and Bonnie Sue Tomassian, Martin S. Norman, Robyn Goodner, and Sheila Reynolds are the TiPS certified bartenders. The Responsible Manager and catering company servers and bartender and the event coordinator are all responsible for ensuring that the event runs smoothly.

Parking for the event will be available in Whittemore Robbins House and Robbins Library parking lots, and on the side streets, as well as Massachusetts Avenue and municipal parking lots.

Please advise if there are other items that we need to consider.



eTIPS On Premise 2.0SSN: XXX-XX-XXXX

Issued: 3/3/2016

Expires: 3/3/2019

ID#: 4196694

D.O.B.: XX/XX/XXXX

Martin S Norman
Something Savory LLC
1337 Massachusetts Ave
Arlington, MA 02476-4101

For service visit us online at www.gettips.com

D0B

Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on February 6, 2017
provided by Health Communications, Inc.

is hereby granted to:

Robyn Goodner

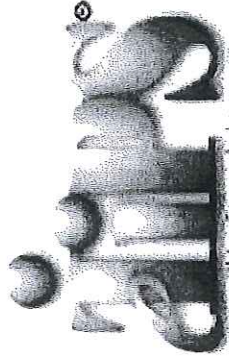
Certification to be sent to:

65 Colby St
Medford MA, 02155-6008 USA



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



DOB

<https://w3.certegy.com/cp3.nsf/RetrDocument?OpenAgent&IME>

This card is only valid for use online - and cannot be used as proof of certification except from within Certification Manager

CERTIFIED

TIPS

eTIPS On Premise 3.0

Issued: 01/21/2017 Expires: 01/21/2020

ID#: 4438835

Sheila Reynolds

237 Grove St
Waltham, MA 02453-6548 USA

DOB

it with you as proof of your TIPS certification.

ID#: 4720949 Name: Bonnie Sue Tomassian
Exam Date: 2/1/2018 Expiration Date: 2/1/2021



eTIPS On Premise 3.0

CERTIFIED

Issued: 2/1/2018

Expires: 2/1/2021

ID#: 4720949

Bonnie Sue Tomassian
Something Savory LLC
1337 Massachusetts Ave
Arlington, MA 02476-4101

For service visit us online at www.gettips.com

DOB



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/08/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER T. Edmund Garrity & Co., Inc. 545 Concord Avenue, Suite 16 Cambridge MA 02138	CONTACT NAME: Ashlee Espinosa PHONE (A/C, No, Ext): (617) 354-4640 E-MAIL ADDRESS: ashlee@garrity-insurance.com FAX (A/C, No): (617) 354-5828
INSURED Jodi Auerbach, DBA: Something Savory 1337 Massachusetts Ave #237 Arlington MA 02476	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Co CT INSURER B: INSURER C: Hospitality Mutual INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** Master COI 2018 **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6607B769370	04/20/2018	04/20/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/>						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
C	Liquor Liability			00061130LL	12/16/2017	12/16/2018	Per Occurance 1,000,000
							Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Arlington is listed as additional insured for general liability and liquor liability.

CERTIFICATE HOLDER**CANCELLATION**

Town of Arlington Arlington MA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---------------------------------------	--

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Town of Arlington, Massachusetts

Appointment of New Election Workers: (1) Mara Klein Collins, 18 Hamilton Road, U, Pct. 11; (2) Donna Dolan, 2 Old Colony Road, D, Pct. 13; (3) Elizabeth Dyer, 21 Central Street, D, Pct. 6; (4) Maureen Jackson, 55 Melrose Street, D, Pct. 4; (5) Ann Jones, 30 Hamilton Road, U, Pct. 6; (6) Edward Keith, 88 Park Ave, U, Pct. 20; (7) Joseph Lawlor, 163 Woodside Lane, U, Pct. 21; (8) Lisa Roderick, 52 Dickson Avenue, D, Pct. 15

Summary:

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	election_workers_master_records.pdf	Election Worker Master Records

ELECTION WORKER'S MASTER RECORD

Date: 11/1/18

Check One: ✓ New Employee
 Change to Existing Employee

Vendor # _____

Position inspector

Name: MARA KLEIN COLLINS

Democrat

Address: 18 Hamilton Road

Republican _____

508

Unenrolled ☒

Zip Code 02474

Precinct 11Alpha/
Last Name _____

Phone # _____

Position Codes: 10 – Warden
20 – Deputy Warden
30 – Inspector
40 – Deputy Inspector
50 – Clerk

60 – Deputy Clerk
70 – Teller
80 – Substitute
90 – Custodian

ELECTION WORKER'S MASTER RECORD

Date: 10/22/18

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	INSPECTOR
Name:	Donna Dolan	Democrat	DEM
Address:	2 Old Colony Row	Republican	_____
	_____	Unenrolled	_____
Zip Code	02474	Precinct	13
Alpha/ Last Name	_____	Phone #	_____

Position Codes:	10 – Warden	60 – Deputy Clerk
	20 – Deputy Warden	70 – Teller
	30 – Inspector	80 – Substitute
	40 – Deputy Inspector	90 – Custodian
	50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 10/31/18

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	<u>INSPECTOR</u>
Name:	<u>ELIZABETH DYER</u>	Democrat	<u>DEM</u>
Address:	<u>21 CENTRAL STREET</u>	Republican	_____
	_____	Unenrolled	_____
Zip Code	<u>02476</u>	Precinct	<u>6</u>
Alpha/ Last Name	_____	Phone #	_____

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 10/29/18

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	MAUREEN W. JACKSON	Democrat	✓
Address:	55 MELROSE STREET	Republican	
		Unenrolled	
Zip Code	02474	Precinct	4
Alpha/ Last Name		Phone #	

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 10/31/18

Check One: New Employee

 Change to Existing Employee

Vendor # _____

Position INSPECTOR

Name: AMU JONES

Democrat _____

Address: 30 Hamilton Road

Republican _____

#103

Unenrolled UNENROLLED

Zip Code 02474

Precinct 6Alpha/
Last Name _____

Phone # _____

Position Codes:

10 - Warden

60 – Deputy Clerk

20 – Deputy Warden

70 – Teller

30 – Inspector

80 – Substitute

40 – Deputy Inspector

90 — Custodian

50 – Clerk

ELECTION WORKER'S MASTER RECORD

Date: _____

Check One: ✓ New Employee
_____ Change to Existing Employee

Vendor #	_____	Position	<u>inspector</u>
Name:	<u>Edward F. Keith</u>	Democrat	_____
Address:	<u>88 Park Ave. #107</u>	Republican	_____
	_____	Unenrolled	<u>✓</u>
Zip Code	<u>02476</u>	Precinct	<u>20</u>
Alpha/ Last Name	_____	Phone #	_____

Position Codes:	10 – Warden	60 – Deputy Clerk
	20 – Deputy Warden	70 – Teller
	30 – Inspector	80 – Substitute
	40 – Deputy Inspector	90 – Custodian
	50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 11/5/18

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #	_____	Position	_____ <u>INDUSTRY</u>
Name:	_____ <u>JOSEPH F. LAWLER</u>	Democrat	_____
Address:	_____ <u>163 WOODSIDE LANE</u>	Republican	_____
	_____	Unenrolled	_____ <u>✓</u>
Zip Code	_____ <u>02474</u>	Precinct	_____ <u>81</u>
Alpha/ Last Name	_____	Phone #	_____

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

ELECTION WORKER'S MASTER RECORD

Date: 10/25/18

Check One: ✓ New Employee
 _____ Change to Existing Employee

Vendor #	_____	Position	INSPECTOR
Name:	LISA M. RODERICK	Democrat	✓
Address:	52 DICKSON AVE.	Republican	_____
	_____	Unenrolled	_____
Zip Code	02474	Precinct	15
Alpha/ Last Name	_____	Phone #	_____

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	



Town of Arlington, Massachusetts

Commission for Arts and Culture

Summary:

Kimberley Harding (term to expire 6/30/2021)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	K._Harding_Reference.pdf	K. Harding Town Manager Recommendation, Resume, Meeting Notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: October 16, 2018

TO: Board Members

SUBJECT: Appointment to the Commission for Arts and Culture

This memo is to request the Board's approval of my appointment of Kimberley Harding, Arlington, MA, to the Commission for Arts and Culture, with a term expiration of 6/30/2021.


Town Manager

Kimberley Harding

Fiber Artist/Educator/Volunteer

Skills & Expertise

Event Planning
Organization Skills
Non-profit Volunteering
Communication
Fiber Arts Teaching
Team Leadership

Education

Boston University School of Education

Master's Degree, Special Education and Teaching, 1991 - 1992

Boston University School of Education

Bachelor's Degree, Special Education and Teaching, 1983 - 1985

Tufts University

French and Anthropology, 1980 - 1982

Employment

Artist

October 2015 - Present

I make art baskets from painted watercolor paper as well as functional and decorative baskets from hand-dyed rattan.

Experience in Special Education

- Practicum Supervisor for Boston University School of Education, Boston MA, Spring Semesters 1993, 1995
 - Behavior Management Consultant, Sept 1992 to June 1994
 - Inclusion Intern, Bowen School, Newton, MA, Sept 1991 to June 1992
 - Head Teacher, League School of Boston, Newtonville, MA, December 1990 to June 1991
 - Unit Coordinator, Learning Center for the Multiply Handicapped, Waltham, MA, Aug 1987 to Jan 1990
 - Teacher, Learning Center for the Multiply Handicapped, Waltham, MA, Oct 1986 to Aug 1987
 - Teacher Behavioral Intervention Project, Arlington, MA, May 1985 to Oct 1986
-

Volunteer Experience

Co-Chair, Arlington Cultural Council

July 2017 – present

Co-lead monthly meetings of the ACC, which awards Massachusetts Cultural Council funds to community-based projects in the arts, humanities, and sciences. Serving on the ACC since December 2016, I have worked in conjunction with the members of the Arlington Commission for Arts and Culture to develop the parameters for merging the two town agencies.

Founder and Co-Organizer, ArtLinks Arlington

March 2017 – Present

I co-founded this artist network with Lidia Kenig-Scher to provide a venue for Arlington artists working in all media to connect and support one another. We have grown the organization to include 116 members as of September 2018. We hold monthly meetings where artists share the techniques and inspiration and also provide information regarding the business of being an artist.

Trainer, Girl Scouts of Eastern Massachusetts

July 2013 – June 2017

Trained new troop volunteers in basic responsibilities of their new position.

Event Organizer, Arlington Girl Scouts

May 2006 – June 2017

I organized several town-wide Brownie to Cadette badge workshops for girls. In addition, I was on the planning committee for our annual town-wide, all-level Girl Scout Sunday event, with typical attendance of 75-200 girls.

Troop Volunteer, Arlington Girl Scouts

February 2004 – June 2017

I mentored a group of girls in a troop setting that incorporates the Girl Scout Leadership Experience; participate in Service Unit meetings and activities; work cooperatively with other troop volunteers and the girl family and friend network. I have been a volunteer with two troops. The first was from 2004-2012 and included between 7 & 10 homeschooled girls. These girls started out ages 8 to 12. In 2014 I started a new troop with two other volunteers with 11 kindergarten girls.

Service Unit Coordinator, Arlington Girl Scouts

June 2011 – August 2015

Facilitated and oversaw the work of the Service Unit Team in partnership with Girl Scouts of Eastern Massachusetts (GSEM) staff. Assisted volunteers in developing and retaining Girl Scouting within the Arlington Service Unit. Coordinated town-wide Girl Scout activities.

Encampment Director, Arlington Girl Scouts

June 2007 – June 2015

Coordinated and oversaw encampment committee of adult and girl volunteers organizing three separate town-wide weekend camping events. Events ranged in attendance from 52-172 girls and 22 to 53 adults. Coordinated registration, transportation, recruitment of activity facilitators and safety protocols.

Archery Facilitator, Girl Scouts of Eastern Massachusetts

October 2009 - October 2013

Taught groups of Girl Scouts fundamentals of archery

Youth Program Volunteer, Arlington Community Media, Inc

March 2007 – June 2013

Coordinated several youth programs at our local community access cable station.

2007-08: Ran a group for homeschooled students ages 12-14 who created stop-motion animation videos 2008-09: Parent coordinator for Arlington Middle-school Producers, which produced a news program 2009-12: Coordinated a group of homeschooled students ages 11-14 who created improv comedy videos 2010-2013: Coordinated a group of high school students who created a science program aimed at middle schoolers.

Teacher of Homeschooled Students

September 2003 – June 2013

I developed and taught courses for 6 to 9 homeschooled students ranging in age from 5 to 16. These included history, geography, and puppetry (elementary), early American and world history (middle and high school), physical science (middle school), and biology (high school).

Media Manager, Arlington Girl Scouts

September 2007 – June 2011

Promoted and increased awareness of the benefits of Girl Scouting and the activities of Girl Scouts in the Arlington, MA. Collaborated with the Girl Scouts of Eastern Massachusetts (GSEM) Media & Public Relations Manager to maximize visibility for Girl Scouts in the media.

Ads and Exhibits Coordinator, La Leche League of MA/RI/VT
Recruited advertisers and exhibitors for annual two-day breastfeeding conference

September 2007 – May 2009

Area Conference Supervisor, La Leche League of MA/RI/VT

May 2004 – July 2005

Coordinated and oversaw organizing committee of 20 volunteers to produce annual two-day breastfeeding conference for over 300 participants at the Radisson in Chelmsford, MA.

Conference Speaker, La Leche League of MA/RI/VT

April 2005 – May 2009

Gave presentations at several Area Conferences

District Advisor, La Leche League of MA/RI/VT

November 2001 – November 2003

Provided support and guidance to about 20 breastfeeding counselor volunteers. Organized two training workshops to keep skills fresh.

Guided Walk Leader, Habitat Sanctuary

Spring 1995 – December 1999

Committee Member Arlington Partners in Education

April 1994 – June 1995

Volunteer Case Reviewer, Department of Social Services

December 1992 – May 1995

Professional Organizations

National Basketry Organization
Northeast Basketmakers Guild
Surface Design Association

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 31, 2018

Re: Appointment: Commission for Arts and Culture

Dear Ms. Harding:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2nd Floor, 730 Massachusetts Avenue, on Wednesday, November 14th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Envision Arlington Standing Committee

Summary:

Kelly Lynema (term to expire 6/30/2019)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	K._Lynema_Reference.pdf	K. Lynema Town Manager Recommendation, Resume, Meeting Notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: October 30, 2018

TO: Board Members

SUBJECT: Appointment to the Envision Arlington Standing Committee

This memo is to request the Board's approval of my appointment of Kelly Lynema, Medford, MA, to the Envision Arlington Standing Committee, with a term expiration of 6/30/2019.

A handwritten signature in cursive script, reading "Adam W. Chapdelaine".
Town Manager

Kelly Lynema

Urban Planner, Designer, Placemaker

Education

Master of Urban Planning with
Distinction, 2013

Harvard University

Bachelor of Arts in Sociology,
Summa Cum Laude, Phi Beta
Kappa, 2011

Tufts University

Coursework in Professional and
Technical Writing, Carnegie Mellon
University,
1995-1998

Awards

Boston Living with Water
Competition, Honorable Mention,
2015

Greenway Links Columbia Road,
People's Choice Award and Most
Compelling Long-Range Vision
Awards, 2014

Ellen C. Myers Award, 2011

Returning Students Award, 2011

Phi Beta Kappa, 2011

Project PERIS Fellowship, 2010

Osher Scholarship, 2009

Software

Skilled in Adobe Creative Suite,
ArcMap and QGIS, Microsoft
Office Suite. Familiar with
SketchUp, AutoCAD, SQL.

Urban planner with more than five years experience in urban planning, project management, placemaking, and staff training; ten additional years experience in marketing, communications, and graphic design. Expertise in a wide range of planning skills: urban design, public engagement, interviewing, data collection, research and analysis, master plan implementation, GIS, writing, editing, graphic design/representation, presentation development, and public speaking.

EXPERIENCE

Creative Manager, Ashkenazy Acquisition Corporation (May 2016 - Present)
Faneuil Hall Marketplace, South Station, and AAC Iconic Collection

- Assist in implementation of Faneuil Hall Marketplace Master Plan, including identifying annual priorities, identifying intermediate solutions based on budget restrictions, and management of property style guide and branding.
- Co-development and implementation of annual public realm program: identify project partners and instructors, schedule and promote programming activities in print and social media channels, and identify operational and capital needs and expenses. Annual development of more than 200 events, activities, and programming series on a \$90,000 operating budget.
- Ongoing design and analysis of public realm: observation of activity patterns, mapping and diagramming of uses, studying impacts of design decisions, and developing strategies for public realm improvements.
- Co-management of six to ten seasonal staff, including: development of job description, interviewing, hiring, training, and identifying/management of special projects. Write and design annual staff handbook and uniforms.
- Manage relationships with neighboring institutions and organizations, including development and promotion of Downtown Playdates, a weekly summer programming series that encourages Boston-region families to experience the diverse attractions in downtown Boston.
- Development and ongoing management of on-site and digital wayfinding.
- Developed standard operating procedures and design recommendations for vacant storefronts.
- Analyze annual visitor and programming attendee data; develop annual report presentation to summarize participation, relationships built, and general effectiveness of public realm program.
- Identify potential retailers for in-line and Bull Market carts; work with existing retailers to develop complementary programming and furnishings to boost sales.
- Co-manage public realm equipment and furnishings, including identifying vendors, costs, and recommendations based on annual budget, and determining seasonal and off-season storage plan.

Kelly Lynema

Urban Planner, Designer, Placemaker

Publication Contributions

Graphic design work published in *Rebuilding the American City* (2015), by David Gamble and Patty Heyda

Mapping and graphics published in *Representing Landscapes* (2015), ed. Nadia Amoroso

Planning projects published in *Platform 5* (2012) and *Platform 6* (2013), Harvard University Graduate School of Design

Conference Facilitation

New Cities Foundation Conference on the Future of Urban Mobility, Session Facilitator, 2014

New Cities Foundation Purpose City Workshop, Event Facilitator, 2014

Urban Planner / Project Manager, Utile (October 2015-April 2016)

Associate, Urban Planner, NBBJ (June 2013-October 2015)

Urban Planning Intern, Utile (January-May, 2012)

- Collaborated with project teams on development of planning recommendations for long range plans, district plans, design and development guidelines, campus master plans, transportation/traffic management plans, and housing studies. Experienced developing plans compliant with national and state level policies, including: Complete Streets, MA Chapter 91, MA Chapter 40B and 40R, BID development, LEED, Smart Growth strategies, and Gateway Cities (particularly MassDevelopment TDI) strategies.
- Developed public engagement plans and communication strategies for all phases of projects: initial kickoff meetings, meetings in a box, study circles, on the street engagement, and interactive and engaging large public meetings.
- Inspected project sites to analyze existing conditions, constraints, and planning opportunities.
- Conducted extensive precedent research to identify new and established planning concepts, potential pilot project opportunities, and open space activation strategies.
- Managed all areas of project proposal development, including writing complete responses to RFQs/RFPs, development of project budgets, identifying project team and roles, developing work plans and schedules, and coordinating technical documents. Managed and produced presentations for project interviews.
- Prepared and updated zoning, land use, demographic, and related maps based on census and other public record data.
- Prepared reports and presentations to discuss findings and pursuant planning recommendations based on public engagement and consultant recommendations.
- Developed, managed, and maintained relationships with local and national subconsultants, particularly engineering, transportation, and economic development specialists.

Additional Planning, Design, and Communications Experience

Freelance Designer, LivableStreets Alliance / Emerald Network
Cambridge, MA | 2018

Project Manager, The Open Neighborhood Project/InTeractive
Somerville, MA | 2010 - 2011

Communications & Events / Designer, Tufts University Alumni Association
Medford, MA | 2008 - 2012

Marketing Coordinator, Workstage LLC
Grand Rapids, MI | 2006 - 2008

Morris! Communication (now Mnth Degree)
San Diego, CA | Account Manager and Copywriter, 2003 - 2006

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 31, 2018

Kelly Lynema

Re: Appointment: Envision Arlington Standing Committee

Dear Ms. Lynema:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2nd Floor, 730 Massachusetts Avenue, on Wednesday, November 14th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Transportation Advisory Committee

Summary:

Jeff Maxtutis, (term to expire 12/31/2021)

Charles Giroux (term to expire 12/31/2022)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Maxtutis-Giroux- Muisse_Membership_110818_(1).doc	Request from TAC to appoint new members
▢	Reference Material	Giroux_resume.pdf	Giroux resume



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Dan Amstutz

To: Board of Selectmen, Arlington, MA

From: Transportation Advisory Committee (TAC)

Subject: Two New Voting Member Appointments and One Reappointment

Date: November 8, 2018

This is to request that the Select Board approve the following two nominations to full membership on the Arlington Transportation Advisory Committee:

Jeff Maxtutis -- Jeff has been an active member of TAC since 2004. He has served as an associate member since 2016 and was a full time member for 12 years prior to that. As a full time member he has served as Vice-Chair and Co-Chair, and has led or participated in numerous working groups throughout his time on TAC. He is a professional transportation planner and is an Associate at BETA Group, Inc. He will represent precincts 15-21 and his term will expire in 2021.

Charles Giroux -- Chuck has been an active associate member of TAC since the winter of 2017. He grew up in the Boston area and has been a resident of Arlington for approximately three years. He received his BA in History from Boston University in 2011 and is currently attending Babson College for business. He is a technology management professional currently employed at OneVision Resources in Boston. He will fill a vacant at-large seat and his term will expire in 2022.

Also, my term expires at the end of this year and I request reappointment to another four-year term, which would expire in 2022.

Thank you for your consideration of these requests.

Respectfully submitted,

Howard Muise – TAC Chair

Transportation Advisory Committee Members:

Dan Amstutz, Wayne Chouinard, Charles Giroux, Michael Gordon, Pamela Heidell, Brian Kmetz,
Melissa Laube, Jeff Maxtutis, Howard Muise, Officer Corey Rateau, and Scott Smith

Web site: www.arlingtonma.gov/tac

Charles Giroux

Technology Management and Innovation Professional

Arlington, MA 02474

PROFESSIONAL SUMMARY

Technology Management Professional with extensive experience in finding creative solutions for clients.

EXPERIENCE

OneVision Resources, Boston MA- Lead Technology Manager

November 2013 - PRESENT

- Manage vendor relationships in order to ensure client needs met.
- Manage team of 5 onsite and remote technicians to ensure quality service for clients.
- Provide remote support for high net-worth clients.
- Design, install and manage on-site IP Networks.
- Provide IT support for internal company needs.
- Research new technologies on behalf of our clients.

Adtech Systems, Sudbury MA- Field Service Technician/Trainer

SEPTEMBER 2012 - NOVEMBER 2013

- Assisted in the installation of audio/visual presentation equipment in a variety of settings, including classrooms, auditoriums, and conference centers.
- Devised solutions to unforeseen on-site problems.
- Responsible for the on-time delivery of components to job sites.
- Acted as customer service representative for the company on site.

Harvard Kennedy School of Government, Cambridge MA - Production Assistant

OCTOBER 2011 - NOVEMBER 2012

- Provided classroom technical support to faculty and staff on a variety of different A/V systems.
- Assisted in the production of large scale live events in the JFK Forum.

Boston University, Office of Distance Education, Boston MA - Production Assistant

OCTOBER 2009 - MAY 2011

-
- Provided technical assistance to the media production team.
 - Planned, filmed, and edited instructional video media for online courses.
 - Troubleshoot issues with HTML and Flash-based media players.
 - Solved problems relating to Mac computer systems as well as other technical challenges specific to video media production.

BUTV10's "On That Point", Boston MA - *Executive Producer and Technical Director*

SEPTEMBER 2009 - MAY 2011

- Responsible for the operation of all studio equipment, show editing and post-production.
- Assisted in developing and implementing major format shift away from a roundtable debate to a more open discussion of students and experts in topics important in today's world.
- Won 2008 and 2011 "Telly" Awards

EDUCATION

Boston University, Boston MA - *Bachelor of Arts, History*

May 2011

Minor in International Relations



Town of Arlington, Massachusetts

For Approval: Common Victualler License

Summary:

Bubble Nation, 456A Massachusetts Avenue, Shanshaw Yue

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Inspection_Reports_-_Bubble_Nation_.pdf	Inspection Reports
▢	Reference Material	Common_Vic_App._-_Bubble_Nation.pdf	Common Victualler Application

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: Bubble Nation

Address: 456A Massachusetts Avenue

The following Departments have **no objections** to the issuance of said license:

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police _____x_____
- Fire _____x_____
- Health _____x_____
- Building _____x_____
- Planning _____x_____

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



Town of Arlington
MASSACHUSETTS 02474

POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

October 23, 2018

On Tuesday, October 23, 2018 at 2:20 PM, I called and spoke with Shanshaw Yue regarding this application for a Common Victualler License for the Bubble Nation, located at 456A Mass Ave. Yue stated that this will be her first business and will be working there part time to get a manager trained to run the day to day operations. Yue stated that they will have limited seating inside but no outside seating. Yue hopes to open by the end of December/beginning of January.

I advised Yue that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for the Bubble Nation.

Respectfully Submitted,

Detective Edward DeFrancisco

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: Shanshaw Yue

Date: 10/11/2018

"Proactive and Proud"



Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

Phone: (781) 316-3803 Fax: (781) 316-3808

Email: kkelley@town.arlington.ma.us

Kevin M Kelley
Deputy Fire Chief

Checklist for food sales ownership conversion.

- All exit signs and emergency lights must be tested and in good working order
- FACP **must** have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection tag
- "K" extinguisher mounted and tagged in the kitchen area if using fat to cook
- All exits and exit paths must be in proper working order and free from storage
- No storage of excess combustibles allowed inside building or near exit ways
- Hoods must have current inspection/cleaning sticker attached
- Kitchen extinguishing systems must have current inspection tags
- If Ansul or Sprinklers present FACP must report to monitoring company
- Address must be clearly visible from the street
- Electrical panels must be accessible from floor to ceiling for the entire width
- Call for inspection after all has been completed 781-316-3803

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: Shamshan Yee

Date: 11/8/2018



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

MEMO

To: Select Board
From: Kylee Sullivan, Health Compliance Officer
Date: November 5, 2018
RE: Board of Health Comments for Select Board's Meeting on November 14, 2018

Please accept the following as comments from the Office of the Board of Health:

**Bubble Nation: 456A Massachusetts Avenue
Common Victualler License**

- This Establishment was issued a conditional approval letter by the Health Department on October 12, 2018. A permit will not be issued until a final pre-operational inspection has been conducted to ensure the Establishment is in compliance with the Food Code.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: Shanahan Ye

Date: 11/8/2018

**SELECT BOARD
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Select Board by, November 7, 2018
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 456A Massachusetts Avenue
Applicant's Name: Shanshaw Yue
D/B/A: Bubble Nation
Telephone: 781-491-6048
Department: Sent Via E-mail Date: 10/22/2018

MEETING DATE: November 14, 2018

Inspected By:

RE: COMMON VIC LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

Building

All building changes need permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fine lines will be levied.
Certificate of Occupancy is needed - \$100 fee.
The Director of Inspectional Services has no objection to the issuance of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk.

Plumbing

The Inspector of Plumbing and Gassfitting has no objection to the issuance of this license.
All Plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by a licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance of this license
The applicant acknowledges that this is a conditional approval of the premises only and is not to be constructed as approval of the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: Shanshaw Yue

Date: 10/8/2018

**OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON – INSPECTION REPORT**

Report is due at the Office of the Select Board by November 7, 2018

ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 456A Massachusetts Avenue

Applicant's Name: Shanshan Yue

D/B/A: Bubble Nation

Telephone: 781-491-6048

Department: Sent Via E-mail

Date: 11/6/2018

Meeting Date: November 14, 2018

Re: COMMON VICTUALLER LICENSE

Police

Fire

Board of Health

Building

Planning: Ali Carter, Economic Development Coordinator

The proposed business is located in the former site of Himalayan Crafts. The proposed use is a 6-7 seat bubble tea shop. Located in a B5 Central Business Zoning District, this is an appropriate use for this location and will add to the diverse mix of offerings in Arlington Center.

The Department has no objection to the issuance of a Common Victualler license to this business.

Any changes in signage, including signs in the window, and changes to the façade of the building may be subject to review by this Department. The Applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Shan Shan Yue

Date: _____

11/8/2018

OFFICE OF THE SELECT BOARD

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

Inspections Dept. at 51 Grove St. must review completed application before returning to this office.

APPLICATION

To the Licensing Authorities of the Town of Arlington

The Undersigned hereby makes application for a

- ☒ **COMMON VICTUALLER LICENSE (Eat In)**
☐ **FOOD VENDOR LICENSE (Take Out Only)**

Location 456A MASS AVE, ARLINGTON, MA 02474

Name of Applicant SHANSHAN YUE

Corporate Name (if applicable) CHEEPER LLC

D/B/A BUBBLE NATION

Date 10/13/2018

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

- A. It is understood that the Board is not required to grant the license.
- B. no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Select Board, and, furthermore, any work done is done at the applicant's risk, and
- C. in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Select Board a thirty day notice of his intention to sell same before such application will be acted upon by the Select Board.
- D. That the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name Shanshan Yue

Signature Name 

Phone (Home) 781-491-6048 (Business) 781-491-6048

Note: (A) If a corporation, state full names and addresses of principal officers.
(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name Shanshan Yue Name _____
Address _____ Address NA.
City Burlington Zip 01803 City _____ Zip _____

DESCRIPTION OF APPLICANT

DESCRIPTION OF APPLICANT

Born in the U.S., Yes _____ No ☒ Born in the U.S., Yes _____ No _____
Born Where China Born Where _____
Date of Naturalization _____ Date of Naturalization NA.
Male or Female Female Male or Female _____
Date of birth _____ Date of birth _____
Photo 1 inch by 1 inch



The Establishment shall operate as:

Sole Ownership / Partnership / Total Number of Partners
Corporation Based in LLC.

(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President Shanshan Yue. Burlington, MA 01803
Secretary _____
Treasurer _____
Name Address Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast

Yes ___ No ☒

Lunch

Yes ___ No ☒

Dinner

Yes ___ No ☒

Do you own the property? Yes ___ No ☒ Tenant At Will ___ Lease 3 (years)

Hours of Operation:

Day M-S Hours 9 AM-9 PM (10 HOURS)

Day / Hours /

Day / Hours /

Floor Space 639 Sq. Ft. Seating Capacity (if any) 6-7

Parking Capacity (if any) / spaces Number of Employees 2

List Cooking Facilities (and implements)

NO COOKING FACILITIES. Beverage and pastries (outside source) Only.

Will a food scale be in use for sale of items to the public? Yes ___ No ☒

Will catering services be provided by you? Yes ___ No ☒

Eight copies of the following items must be submitted with the application:

1. Layout Plan of Facility & Fixtures Date Received _____
2. Site Plan (obtained at Bldg. Dept., 51 Grove St.) Date Received _____
3. Outside Facade and Sign Plan (dimensions, color) Date Received _____
- ✓ 4. Menu Date Received _____
5. Maintenance Program Date Received _____

If the facilities are not yet completed, provide estimated cost of work to be done \$ _____

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date _____ Time _____

Board Action: Approved Yes ___ No ___

APPLICANT'S RESUME

Food Business Experience of Applicant

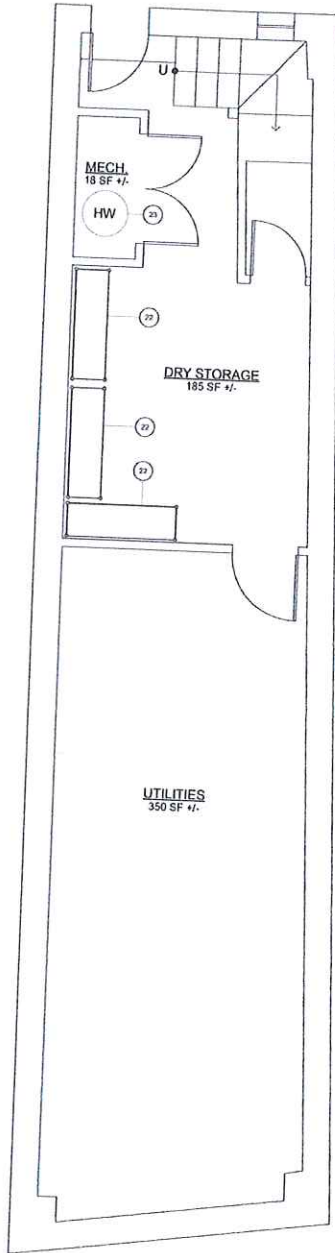
From <u>NA</u>	to _____
Employee _____	D/B/A _____
Sole Owner _____	Location _____
Partnership _____	Type Food _____
Corporation _____	Number of Employees _____

From <u>NA</u>	to _____
Employee _____	D/B/A _____
Sole Owner _____	Location _____
Partnership _____	Type Food _____
Corporation _____	Number of Employees _____

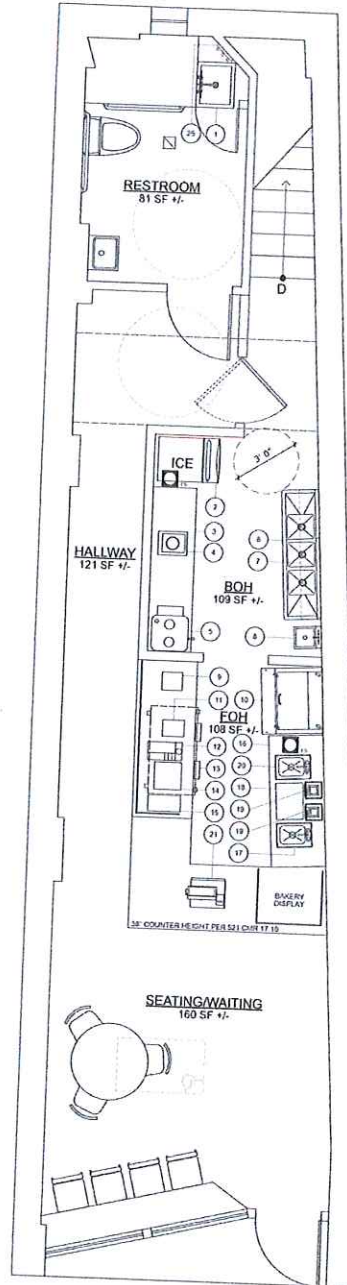
List any other information that you feel will assist in the review of this application.

Bubble Nation is our first business. My husband and I (owners of Bubble Nation) got this concept since 2016. We have been building this brand and developing the concept with passion and confidence. We are specialized in Computer Science and Marketing. We believe that we could bring the wonderful beverage to Arlington, this beautiful community.

Layout Plan of Facility & Fixtures



1 FLOOR PLAN - BASEMENT
Scale: 1/4" = 1'

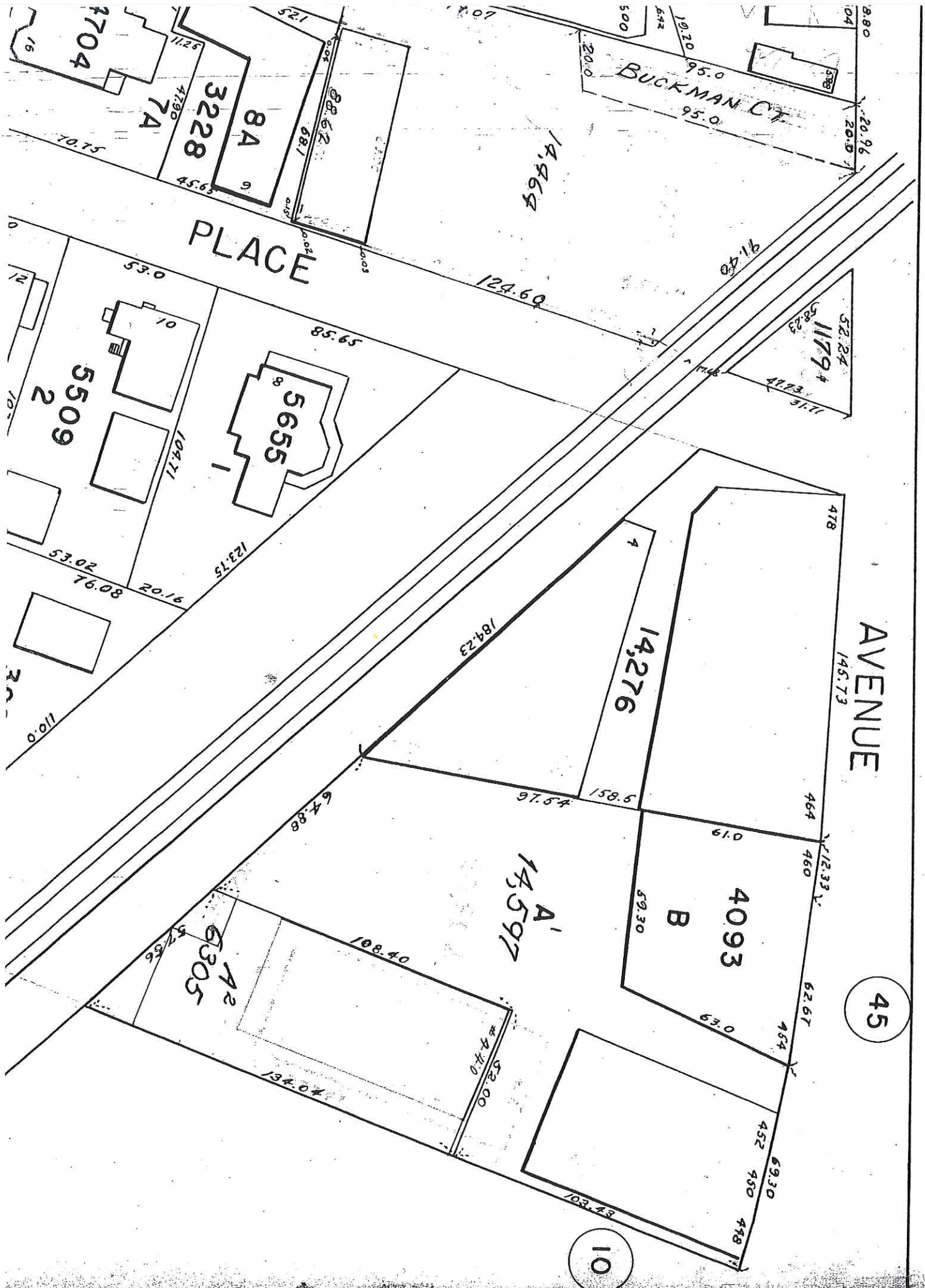


2 FLOOR PLAN - LEVEL 1
Scale: 1/4" = 1'

EQUIPMENT KEY

SEE EQUIPMENT SCHEDULE FOR DETAILS

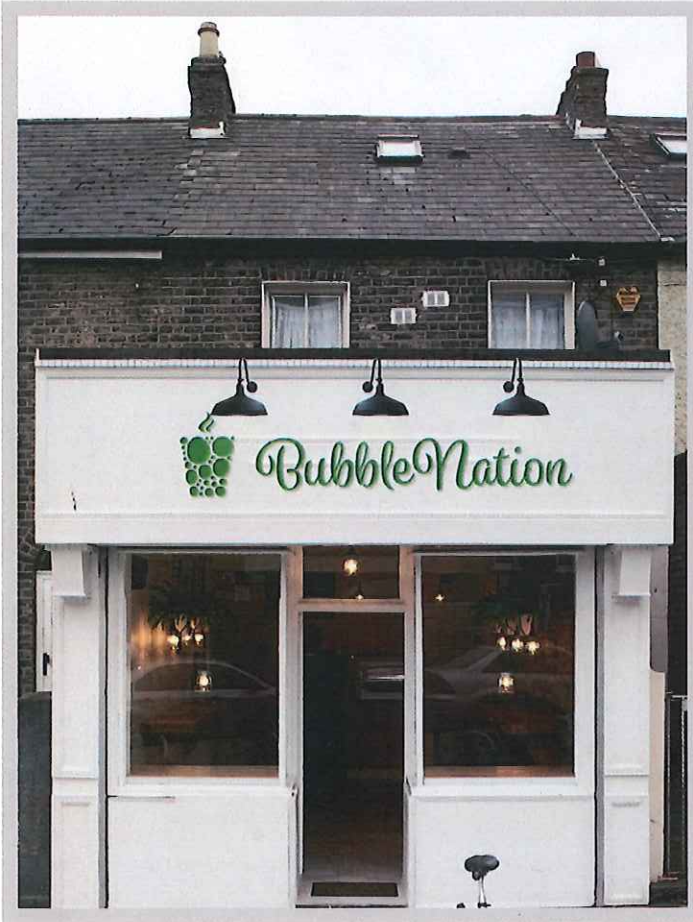
- 1 MOP SINK
- 2 ICE MAKER WITH STORAGE BIN
- 3 90" STAINLESS STEEL WORK TABLE
- 4 INDUCTION COOK TOP
- 5 TEA URN/HOT WATER DISPENSER
- 6 THREE COMPARTMENT SINK WITH DRAINBOARDS
- 7 CLEANED DISH SHELVE
- 8 HANDSINK WITH SPLASHGUARDS
- 9 COUNTERTOP MIXER
- 10 36" REFRIGERATED FOOD PREP TABLE
- 11 COFFEE GRINDER
- 12 STEAMER
- 13 48" UNDERCOUNTER REFRIGERATOR
- 14 ESPRESSO MACHINE
- 15 COFFEE BREWER/WARMER
- 16 72" STAINLESS STEEL WORK TABLE
- 17 DROP IN HAND SINK WITH SPLASH GUARDS
- 18 DROP IN INSULATED ICE BIN WITH COVER
- 19 COMMERCIAL BLENDER
- 20 DROP IN DUMP SINK (10x14x8 BOWL)
- 21 POS/CASH REGISTER
- 22 DRY STORAGE SHELVE
- 23 50 GAL WATER HEATER
- 24 MOP HANGER



Outside Facade and Sign Plan

Front Sign:

Dimension: 7 foot x 2.5 foot
Type: Raised letters
Color: Green
Example:



Sign on the Wall:

Dimension: 2.5 foot x 2.5 foot
Type: Wood Sign with Logo
Color: Green
Example:



Outside Facade and Sign Plan

Front sign:

Dimension: 120cm x 40cm

Type: Metal Storefront Sign Board

Color: Green

Side Sign:

Dimension: 50cm x 50cm

Type: Plywood Storefront Sign

Color: Green

Bubble Nation

456A Mass Ave, Arlington, MA 02474

781-491-6048

MENU

Milk Tea

- The Signature (Classic milk tea)
- The Bubble Nation (Classic milk tea with pearl, pudding and red bean)
- Milk Tea with Red Bean & Pudding
- Milk Tea with Pearls
- Milk Tea with Taro
- Milk Tea with Herbal Jelly
- Milk Tea with Coffee Jelly
- Milk Tea with Brown Sugar
- Matcha Milk Tea & Red Bean
- Jasmine Milk Tea
- Jasmine with Red Bean & Pudding
- Jasmine with Pearls
- Jasmine with Taro
- Jasmine with Herbal Jelly

Shakes

- Red Bean Yogurt Shake
- Strawberry Yogurt Shake

- Mango Yogurt Shake
- Blueberry Yogurt Shake
- Chocolate Yogurt Shake

Slush

- Red Bean Slush
- Strawberry Slush
- Mango Slush
- Blueberry Slush
- Pineapple Passion Fruit Slush
- Lemon Clementine Slush

Milk Splash

- Red Bean & Pudding Milk Splash
- Brown Sugar Milk Splash with Pearls
- Milk Splash with Taro

Milk Foam

- Milk Foam Oolong Tea
- Milk Foam Earl Grey tea
- Milk Foam Jasmine Tea

MENU

- Milk Foam Black Tea
- Milk Foam Cassia Buds Oolong Tea
- Milk Foam Peach Oolong Tea
- Milk Foam Cookies & Milk Tea
- Milk Foam Matcha Milk Tea

Brewed Tea

- Oolong Tea
- Peach Oolong Tea
- Jasmine Green Tea
- Matcha Green Tea
- Black Tea
- Earl Grey

Soda Sparkling

- Pineapple Passion Fruit Sparkling
- Lemon Clementine Sparkling
- Green Apple Sparkling
- Rose Sparkling
- Blueberry Sparkling
- Peach Sparkling

Coffee

- Americano
- Brown Sugar Latte
- Vanilla Latte
- Cappuccino
- Mocha

Pastries

- French Macaroon
- Fruit Tarts
- Mini Cakes
- Eclairs & Cream Puffs

BEFORE PLACING YOUR ORDER,
PLEASE INFORM US IF A PERSON IN
YOUR PARTY HAS A FOOD ALLERGY

Maintenance Program

Preventative Maintenance

Item	Frequency	Vendor
Clean Fridge Coil	4X Year	In-house Staff
Change A/C and Filter	4X Year	A/C, Heating
Check Fridge Door Gaskets and Hardware	4X Year	In-house Staff
De-scale and sanitizer Ice Machine and Bin	12X Year	In-house Staff
Flush Hot Water Heater	2X Year	Plumbing Service
Change Water Filter	4X Year	In-house Staff
Clean POS	2X Year	In-house Staff
Plump Gease Trap	4X Year	In-house Staff
Pest Control	6X Year	Security Pest Control Inc

Daily Cleaning

Item	Frequency	Vendor
Floor	2X Day	In-house Staff
Wall Near Prep Table	2X Day	In-house Staff
Waste Bins	3X Day	In-house Staff
Cooktop	1X Day	In-house Staff
Hand Sinks	1X Day	In-house Staff
Sinks	1X Day	In-house Staff
Doors and Handle	1X Day	In-house Staff
Food Display Case	1X Day	In-house Staff
Fridge	1X Day	In-house Staff
All Other Equipments (Coffee Maker, Tea Dispenser, Grinder, Mixer)	1X Day	In-house Staff
Bathroom	3X Day	In-house Staff
Window	1X Day	In-house Staff



Town of Arlington, Massachusetts

For Approval: Common Victualler License

Summary:

Butternut Bakehouse, 787-789 Massachusetts Avenue, Suzana Samad

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Inspection_Reports_- _Butternut_Bakhouse.pdf	Inspection Reports
▢	Reference Material	Common_Vic_App._- _Butternut_Bakehouse.pdf	Common Victualler Application

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: Butternut Bakehouse

Address: 787-789 Massachusetts Avenue

The following Departments have **no objections** to the issuance of said license:

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police _____x_____
- Fire _____x_____
- Health _____x_____
- Building _____x_____
- Planning _____x_____

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

October 23, 2018

On Tuesday, October 23, 2018 at 10:00 AM, I called and spoke with Suzana Samad regarding this application for a Common Victualler License for the Butternut Bakehouse, located at 787-789 Mass Ave. Samad stated this is her first business that she started a couple years ago but now will be her first storefront retail space. Samad stated that she will have limited seating in the area. Samad stated that she hopes to open in December/January and will be working and running the day to day operations in the store.

I advised Samad that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for the Butternut Bakehouse.

Respectfully Submitted,

Detective Edward DeFrancisco

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: _____

Suzana
11/8/2018

"Proactive and Proud"



Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

Phone: (781) 316-3803 Fax: (781) 316-3808

Email: kkelley@town.arlington.ma.us

Kevin M Kelley
Deputy Fire Chief

Checklist for food sales ownership conversion.

- All exit signs and emergency lights must be tested and in good working order
- FACP **must** have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection tag
- "K" extinguisher mounted and tagged in the kitchen area if using fat to cook
- All exits and exit paths must be in proper working order and free from storage
- No storage of excess combustibles allowed inside building or near exit ways
- Hoods must have current inspection/cleaning sticker attached
- Kitchen extinguishing systems must have current inspection tags
- If Ansul or Sprinklers present FACP must report to monitoring company
- Address must be clearly visible from the street
- Electrical panels must be accessible from floor to ceiling for the entire width
- Call for inspection after all has been completed 781-316-3803

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: 

Date: 11/8/2018



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

MEMO

To: Select Board
From: Kylee Sullivan, Health Compliance Officer
Date: November 5, 2018
RE: Board of Health Comments for Select Board's Meeting on November 14, 2018

Please accept the following as comments from the Office of the Board of Health:

**Butternut Bakehouse: 787-789 Massachusetts Avenue
Common Victualler License**

- This Establishment has submitted a plan review application to the Health Department. The Health Department is currently in the process of reviewing the plans and will issue a conditional approval letter. A permit will not be issued until plans are approved and a final pre-operational inspection has been conducted to ensure the Establishment is in compliance with the Food Code.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: 11/8/2018

**SELECT BOARD
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Select Board by, November 7, 2018
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 787-789 Massachusetts Avenue
Applicant's Name: Suzana Samad
D/B/A: Butternut Bakehouse
Telephone: 339-368-7324
Department: Sent Via E-mail

Date: 10/22/2018

MEETING DATE: November 14, 2018

Inspected By:

RE: COMMON VIC LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

Building

All building changes need permits.

All sign changes need approval and sign permit.

Window signs cannot exceed 25% of window or fine lines will be levied.

Certificate of Occupancy is needed - \$100 fee.

The Director of Inspectional Services has no objection to the issuance of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk.

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance of this license.

All Plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by a licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance of this license

The applicant acknowledges that this is a conditional approval of the premises only and is not to be constructed as approval of the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: _____

11/14/2018

**OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON – INSPECTION REPORTS**

Report is due at the Office of the Select Board by November 7, 2018
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 787-789 Massachusetts Avenue
Applicant's Name: Suzana Samad
D/B/A: Butternut Bakehouse
Telephone: 339-368-7324
Department: Sent Via E-mail

Date: 11/6/2018

Meeting Date: November 14, 2018

Re: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning: Ali Carter, Economic Development Coordinator

The proposed business is located in a portion of the space that was once Bagels By Us. The proposed use is a 14-seat bakery and coffee shop. Located in a B3 Village Business Zoning District, this restaurant is an appropriate use for this location and will add to the diverse mix of offerings in Arlington Center.

The Department has no objection to the issuance of a Common Victualler license to this business.

Any changes in signage, including signs in the window, and changes to the façade of the building may be subject to review by this Department. The Applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: _____

11/8/2018

OFFICE OF THE SELECT BOARD

730 Massachusetts Avenue
Town of Arlington
Massachusetts 02476-4908

(781) 316-3020
(781) 316-3029 fax

\$60.00 Filing Fee

Inspections Dept. at 51 Grove St. must review completed application before returning to this office.

APPLICATION

To the Licensing Authorities of the Town of Arlington

The Undersigned hereby makes application for a

- ☒ **COMMON VICTUALLER LICENSE (Eat In)**
☐ **FOOD VENDOR LICENSE (Take Out Only)**

Location 787-789 Massachusetts Ave., Arlington MA 02476

Name of Applicant Suzana Samad

Corporate Name (if applicable) Butternut Bakehouse LLC

D/B/A Butternut Bakehouse

Date 10/16/2018

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

- A. It is understood that the Board is not required to grant the license.
- B. no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Select Board, and, furthermore, any work done is done at the applicant's risk, and
- C. in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Select Board a thirty day notice of his intention to sell same before such application will be acted upon by the Select Board.
- D. That the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name 

Signature Name Suzana Samad

Phone (Home) _____ (Business) 617-230-2138

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name Suzana Samad Name _____
Address _____ Address _____
City Arlington Zip 02474 City _____ Zip _____

DESCRIPTION OF APPLICANT

DESCRIPTION OF APPLICANT

Born in the U.S., Yes _____ No ☒ Born in the U.S., Yes _____ No _____
Born Where Malaysia Born Where _____
Date of Naturalization _____ Date of Naturalization _____
Male or Female Female Male or Female _____
Date of birth _____ Date of birth _____
Photo *1 inch by 1 inch*



The Establishment shall operate as:

Sole Ownership / ~~Partnership~~ / ~~Total Number of Partners~~ LLC

Corporation Based in Massachusetts

(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President _____

Secretary _____

Treasurer _____

Name

Address

Zip

=====

INFORMATION RELATIVE TO APPLICATION

Breakfast See menu attached

Yes ☒ No ☐

Lunch _____

Yes ☒ No ☐

Dinner

Yes ☐ No ☒

Do you own the property? Yes ___ No ☒ Tenant at Will ☒ Lease 5 (years)

Hours of Operation:

Day Tuesday-Friday Hours 7am-4pm

Day Saturday-Sunday Hours 8 am - 3 pm

Day _____ Hours _____

Floor Space 852 Sq. Ft. Seating Capacity (if any) 14

Parking Capacity (if any) 2 spaces Number of Employees 6

List Cooking Facilities (and implements)

Double Stack Convection Ovens, Induction Burner, Microwave

Will a food scale be in use for sale of items to the public? Yes ☒ No ☐

Will catering services be provided by you? Yes ☒ No ☐

The following items must be submitted with the application:

- | | | |
|----|---|---------------------|
| 1. | Layout Plan of Facility & Fixtures | Date Received _____ |
| 2. | Site Plan (obtained at Bldg. Dept., 51 Grove St.) | Date Received _____ |
| 3. | Outside Facade and Sign Plan (dimensions, color) | Date Received _____ |
| 4. | Menu | Date Received _____ |
| 5. | Maintenance Program | Date Received _____ |

If the facilities are not yet completed, provide estimated cost of work to be done \$ 50,000

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Select Board for approval:

Date _____ Time _____

Board Action: Approved Yes No

APPLICANT'S RESUME

Food Business Experience of Applicant

From	<u>April 2016</u>	to	<u>Present</u>
Employee	<u>0</u>	D/B/A	<u>Butternut</u>
Sole Owner	<u>Butternut</u>	Location	<u>Farmers Markets - Winchester, Wayland, Somerville</u>
Partnership		Type Food	<u>Pastries/Baked Goods</u>
Corporation		Number of Employees	<u>0</u>

From		to	
Employee		D/B/A	
Sole Owner		Location	
Partnership		Type Food	
Corporation		Number of Employees	

List any other information that you feel will assist in the review of this application.

See attached resume

SUZANA SAMAD

EDUCATION

- **Institute of Culinary Education**, New York City. CGPA 3.80
Career Pastry Arts Diploma, March 2001. 610 hours of intensive training in classic pastry arts
- **Cornell University**, Ithaca, NY.
Bachelor of Arts, Economics, May 1997. CGPA 3.52

HONORS

- The James Beard Foundation Scholarship Award
- Government of Malaysia *American Top University Program* five year scholarship award
- Dean's List at Cornell University

RELEVANT **Business Owner**

EXPERIENCE **Butternut Bakehouse, Arlington, MA** *April 2016 - present*
Inception of brand and product focusing on handcrafted artisanal baked delights. Created website, curated photos and promoted company through social media. Menu planning, recipe costing, product testing to cater for farmer's markets in the Boston area. Interact with customers to establish relationship and brand loyalty.

Manager

Celicates Bakery Café, Kuala Lumpur *Jan 2004-Jan 2006*
Managed front-of-house for cafe. Organized kitchen production with custom orders. Interacted with suppliers and managed inventory purchase.

Assistant Pastry Chef

Rialto, Cambridge, MA *Jan '02 – June '03*
Pastry production: prepared, baked and assembled dessert items (e.g. ice cream & sorbet bases, sabayon and custards, coulis, meringues, tarts, cookies, truffles). Plating of individually crafted, multi-component, intricate desserts. Weekend bread production: mixing, bench, oven duties. Train staff in bread production and plating service.

Pastry Cook

Clear Flour Bakery, Brookline, MA *Sep '03 – Nov '03*
Pastry production and baking of rustic pastries (e.g. pie dough, cookies, and tarts). Retail experience and customer interaction.

Pastry Extern

No. 9 Park, Boston, MA *Oct '03 – Dec '03*
Pastry production of delicate desserts under Pastry Chef Kirstin Murray

Pastry Extern

Café Boulud, New York, NY *Feb - March '01*
Completed 220 hours of production under Executive Pastry Chef Remy Funfrock

Volunteer

Rosie's Place (Support Organization for Poor Women), Boston *Oct '99 – May '00*
Assist in food preparation, serving and cleaning. Build trust and provide support for disadvantaged women. Strengthen teamwork skills to ensure smooth operation of soup kitchen.

MANAGEMENT
EXPERIENCE

Quality Administrator

Citibank Malaysia, Funds Transfer Department *Oct '97- Aug '99*
Identified procedural bottlenecks & implemented streamlined processes. Managed clerical staff responsible for audit and risk controls for payment processing department. Coordinated training programs and provided end-user support, training and troubleshooting in computer applications. Experience in multimedia presentation.

Description of façade changes for Butternut Bakehouse

1. Exterior Sign: Butternut Bakehouse

(see exhibit A)

Type: 3D Lettering

Color: White

Material: Outdoor Hard Plastic

Method of mounting: Glue

--- ¾ inch thickness for Butternut

--- ½ inch thickness for Bakehouse

2. Awning:

Color: Black Cherry

Material: Sunbrella

Location: Above two doors

Awning A: 173" length x 55.38" in height

Awning B: 128" length x 55.38" in height

3. Three black gooseneck light fixture above Butternut Bakehouse sign (see exhibit B)

4. Door Vinyl Sticker (see exhibit C)

Size: Diameter of 12 inches

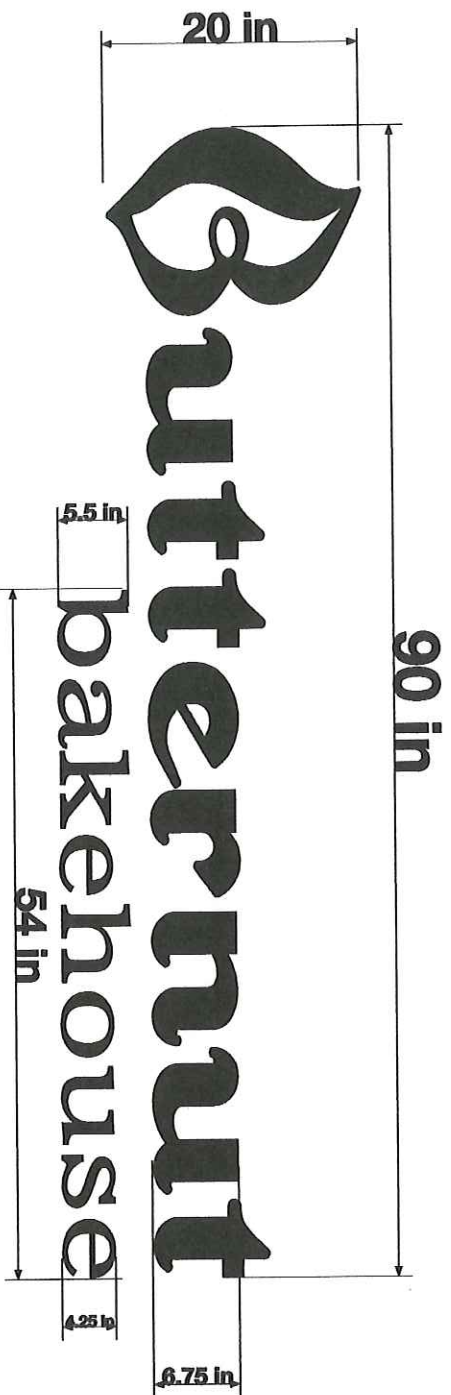
Door Size: 36 inches wide x 85 inches height

5. Glass Wall Vinyl Sticker (see exhibit D)

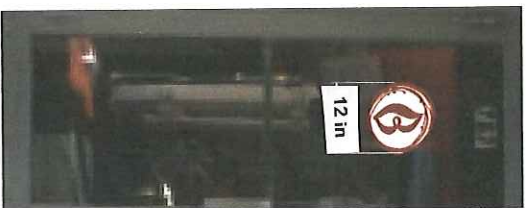
Size: 37 inches wide x 40 inches height

Window Size: 70 inches wide x 96 inches height

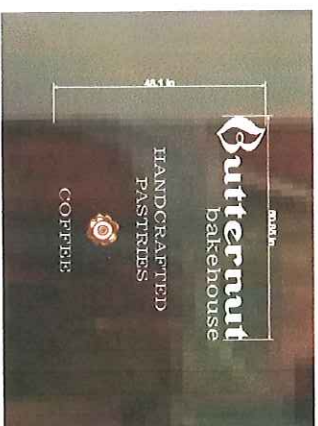
Wall Sign



door logo



window letters



350 in

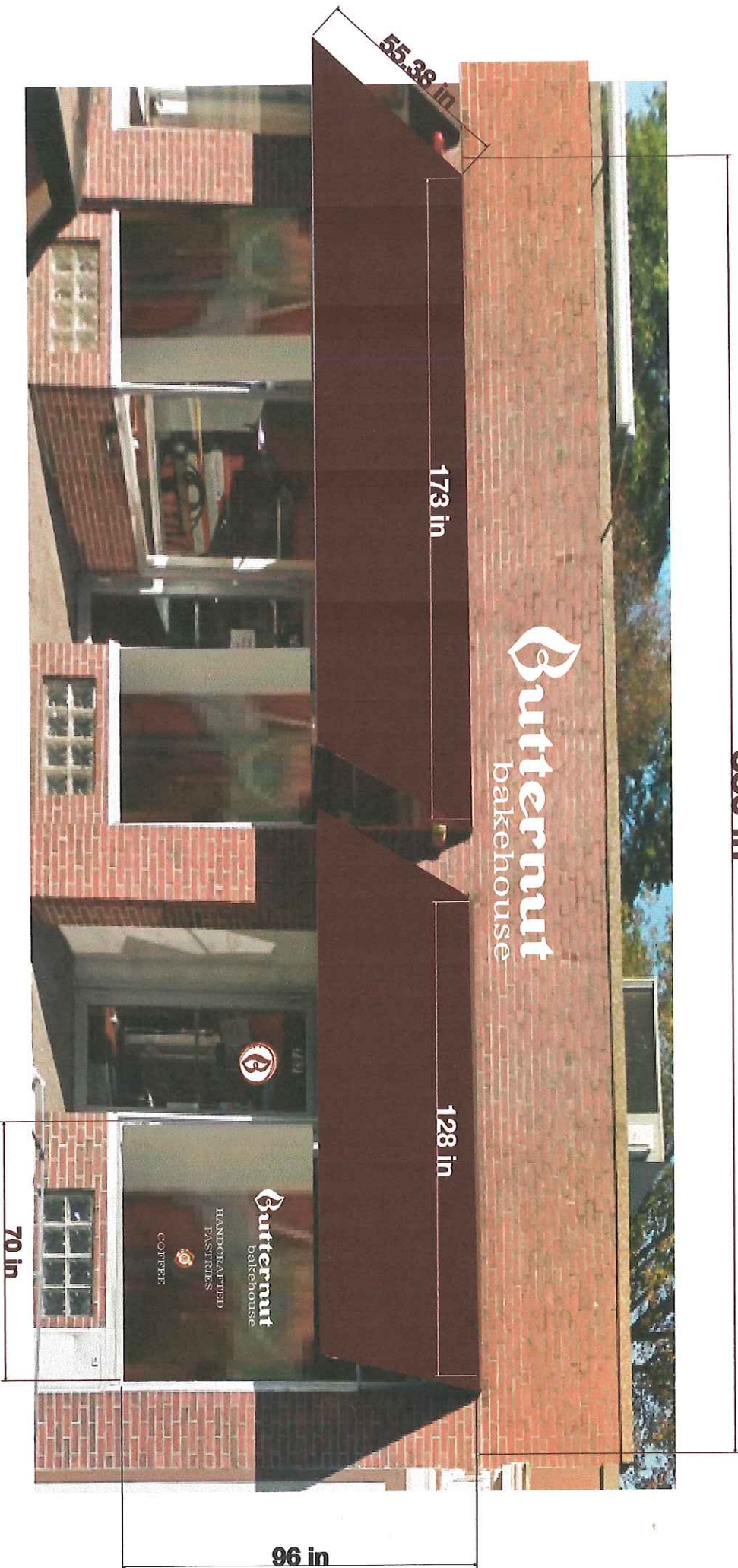


EXHIBIT A



What are you shopping for?



Log In

My Account ▾

Cart

[Shop All Departments](#) [Bathroom](#) [Kitchen](#) [Lighting](#) [Fans](#) [Hardware](#) [Appliances](#) [Decor](#) [Outdoor](#) [HVAC](#) [Flooring](#) [Commercial](#) [Clearance](#)

Fall Bathroom Sale - Save up to 75%

Build.com Credit Card

FREE Standard Ground Shipping on Orders over \$49

[Home](#) > [Brands](#) > [Millennium Lighting](#) > [Wall Lights](#) > [Millennium Lighting RAS10-RGN15](#)

Item # bci2256684

Millennium Lighting RAS10-RGN15

Satin Black R Series 1 Light Outdoor Wall Sconce with 10" Wide Angle Shade and 14.5" Gooseneck Stem

R Series Collection

★★★★★ 5.0 (1) [Write a review](#)

EXHIBIT B

[Click to Zoom](#)

Millennium Lighting October Lighting Sales Event

Save 10% on all Millennium Lighting during the Fall Lighting Sale. Use coupon LIGHTING at checkout.

Offer Ends 10-31-2018

\$99.80

Originally \$150.00, You Save 33%

Finish: Satin Black

207

Compare



Architectural Bronze

\$99.80

681 In Stock

Leaves the Warehouse in 1 to 3 business days

Select

Galvanized

Chat with an E...



RAS10
\$59.90

No Image
Available

RGN15
\$39.90

We Also Recommend These Similar Products

Progress Lighting P5623 (0) Starting at \$54.93	Park Harbor PHEL1000 (16) Starting at \$70.44	Hinkley Lighting 15450 (0) Starting at \$177.86	Progress Lighting P5721 (10) Starting at \$108.00	ANP Lighting A810-41-E6-41 (0) Starting at \$235.80	Millennium Lighting RAS10-RGN22 (0) Starting at \$104.37
---	---	---	---	---	--

Overview

Specifications

Reviews 1

Product Q&A 3

Matching Products

Product Overview

Specifications:

- Number of Bulbs: 1
- Bulb Base: Medium (E26)
- Bulb Shape: A21
- Bulb Included: No
- Watts Per Bulb: 200
- Wattage: 200
- Height: 15"
- Shade Height: 9"
- Shade Width: 10"
- Backplate Diameter: 4.5"
- Wire Length: 100"
- Energy Star: No
- Swing Arm: No
- UL Listed: Yes
- UL Rating: Wet Location

Additional Millennium Lighting Links

- View the Manufacturer Warranty
- Browse All Millennium Lighting Products
- Millennium Lighting R Series Collection

This product is listed under the following manufacturer number(s):

Millennium Lighting
Architectural Bronze
Millennium Lighting
Satin Black

Millennium Lighting
Galvanized
Millennium Lighting
Satin Green

Installation Resources

Find ideas for your bathroom, kitchen, installation tips, and many more ideas to help you on your next project in the DIY & How To Articles section.

Related Millennium Lighting Categories

Browse by Brand

Millennium Lighting R Series Collection
Millennium Lighting Neo-Industrial Products
Customer Projects
Millennium Lighting Ceiling Lights
Millennium Lighting Bathroom Lights
Millennium Lighting Chandeliers
Millennium Lighting Pendants

door logo



EXHIBIT C

window letters

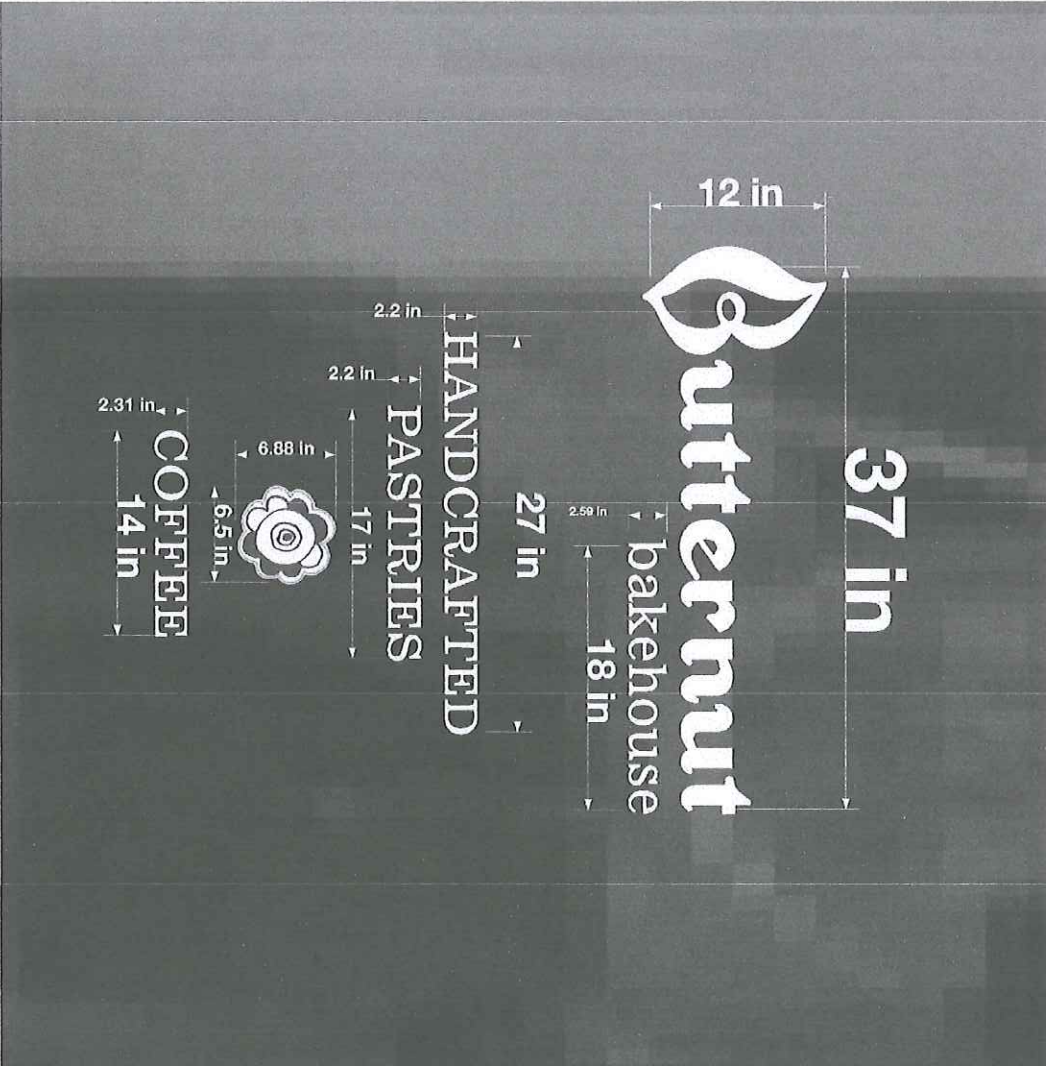


EXHIBIT D

BUTTERNUT BAKEHOUSE MENU

CONSUMER ADVISORY:

BEFORE PLACING AN ORDER, PLEASE INFORM YOUR SERVER OF ANY ALLERGIES IN YOUR PARTY

*THESE ITEMS MAY BE SERVED RAW OR UNDERCOOKED:

*EGG

PASTRIES:

- Berry Scones \$3
- Vegan Scone \$3
- Cheesy Drop Biscuit \$3
- Feta Chive Scones \$3.50
- Savory Hand Pies -\$4.75
- Granola Bars *gf *vegan \$3.25

VIENOISSERIE:

- Morning Buns \$4
- Almond Croissant \$4.50
- Cruffin, seasonal cream \$4.50
- Pain Au Chocolate \$3.75
- Glazed Croissant \$3.75
- Nutella-Almond Croissant \$4.50
- Croissant, Buerre \$3.50
- Ham & Cheese Croissant \$4.75
- Jalapeno & Cheese \$4.50
- Honeyed Apple & Goat Cheese Croissant \$5
- Smoked Gouda & Roasted Peppers Croissant \$5
- Cheesy croissant Braids \$4

TARTS:

- Rustic Fruit-Almond Galette 6" \$7, 9" \$32
- Maple Pecan Tart
- Pistachio Bakewell Tart
- Salted Caramel Nut Tart 3.5" \$6, 9" \$32

TEACAKES & MINI CAKES

- Chocolate Bouchon \$2.50
- Pecan Financier \$2.50
- Banana Date Teacake \$3.25
- Citrus Poppy Seed Cake \$3.00
- Almond Cornmeal Cake \$3.00
- Chocolate Rye Brownie \$3
- Buttermilk Plum Cake \$3
- Carrot Cake with Vanilla Bean Buttercream \$3.50

COOKIES

- Lovely Choc Chip \$2.50
- Almond Rocher \$2.50
- Oatmeal Raisin \$2.50
- Choc Walnut Oatmeal \$2.50
- Earl Grey Sable \$1
- Choc Hazelnut Sable \$1

CHILLED DESSERTS

- 3.5" \$6, 9" 30
- Lemon Cream Tart
- Chocolate Tart
- Banana Cream Tart
- Fruit Tart & Crème Patissiere
- Roulade 6" \$20, 12" \$38
- Trifle – Vanilla cake, white choc mouse, berries \$7 or 10" \$36
- Breakfast Bread Pudding \$6

WEEKNIGHT DESSERTS

6 inch, single layer cake, iced or fruit topping. Perfect for a family of 4: **\$20**

Chocolate Coconut Cake- GF
Buttermilk Apple or Plum Cake
Carrot Walnut Cake

CELEBRATION CAKES

Round: 6" (6-8 pc) \$28
9" (12-16 pc) \$40
Rectangle: 8x12" (24-30 pc) \$50
16x12 (48-60 pc) \$90

Devil Choc Cake
with Salted Caramel Icing

Vanilla Cake with Berry Preserves
and Vanilla Buttercream

BREAKFAST/BRUNCH

Muesli Toast \$5.50
Seeded bread, mascarpone/greek yogurt with toasted hazelnuts, honey

Loaded Biscuit \$5.50
Buttermilk Biscuit with Cream & Seasonal Jam/Fruit

Avocado on Biscuit \$6
Avocado, cucumber, chili flakes, sea salt on buttermilk biscuit

Egg-on-Galette
Rye crust, roasted tomatoes

Bread Pudding \$6
Croissant Bread Pudding with seasonal fruit compote

LUNCH

SALADS/BOWLS:

Add ons:

* Jammy free range egg \$1

Curried Tofu \$1

Green Goddess Salad Baby spinach, asparagus/ green beans, snap peas, mint, balsamic herb vinaigrette **\$8**

The Lovely Salad Tuscan kale, quinoa, cucumber, beets, avocado dressing, omega rich seeds **\$8 (vegan)**

Butternut Bowl Roasted butternut squash, feta, red quinoa, savoy cabbage, sunflower seeds, mustard vinaigrette **\$8.95**

Daily Savory Galette or Quiche \$7.95

Flavor Combo:

Roasted tomato & caramelized onions

Potato, rosemary & mozzarella

LUNCH

KIDS:

Classic cheese melt with Vermont Cheddar on potato bread **\$5.50**

PACKAGED COOKIES:

Lemon Ginger Cookies \$7.50
Rocher/Meringue Cookies \$7.50
Chocolate Hazelnut \$7.50
Earl Grey Tea Cookies \$7.50
Biscotti – Pistachio Cranberry \$7.50

BEVERAGE

Coffee

Hot	12 oz	16 oz
	\$2.50	\$3
Iced		\$2.75
Cold Brew	\$3.25	\$3.75
Vietnamese	\$3.25	\$3.75

Espresso

Espresso	\$2.50
Cortado	\$3.25 (4 oz)
Cappuccino	\$3.50 (8 oz)
Latte	\$4 (12 oz)
Iced Latte	\$4.25 (16 oz)

Sweet

	12 oz	16 oz
Mocha	\$4.25	
Hot Cocoa	\$3.25	\$3.75
Chai Latte	\$3.50	\$4

Tea

	12 oz	16 oz
Hot Tea	\$2.25	\$2.75
Pot	\$4.25	
Iced Tea		\$3
Thai Iced		\$3.50

JUICE

Fresh OJ	\$3
Fresh Lemonade	\$2.75

CATERING

Box of Coffee – includes milk, cream,

sugar - \$20 serves 10

Box of Tea - includes milk, cream,

sugar- \$20, serves 10

Box of Hot Chocolate \$30, serves 10

Platter of Viennoiserie:

Croissant, Pain Au Chocolat, Cheese

Croissant, Matcha Glazed, Morning

Bun, Raspberry Glazed. (average of

\$3.75 each)

Small (12 pc, 2 of each) \$44.50

Medium (18 pc, 3 of each) \$ 67

Large (24 pc, 4 of each) \$88

Combo Breakfast: Coffee + Pastries:

Petit: One box of coffee + 12 Pastries

= \$64.50 (serves 8-12)

Small: One box of Coffee + 18

Pastries = \$87

Medium: Two boxes of coffee + 18

pastries = \$107 (serves 12-18)

Large: Three boxes of coffee + 24

pastries = \$148 (serves 18-24)

Cookie Platter:

Chocolate Chip, Milky Way, Oatmeal

Raisin, Choc Walnut Oatmeal,

Small (12 pc, 2 of each) \$29.5

Medium (18 pc, 3 of each) \$44.25

Large (24 pc, 4 of each) \$59

Assorted Teacakes and Cookies:

(ave \$2.60)

Small (12 -\$31.2)

Medium (18 - \$ 46.80)

Large (24 - \$62.40)

Assorted Mini Butter Cookies:

Earl Grey, Choc Hazelnut, Lemon

Ginger (\$0.66 each)

Small, serves 10 (3 each x 10 = 30 pc)

\$19.80

Medium, serves 15 (3 of each x 15 =

45pc) \$29.70

Large, serves 20 (6 each x10= 60 pc)

\$39.60

Quiche, Whole (8 servings) \$40

Buttermilk Plum/Apple Cake (9

servings) \$24.75. (16 Servings) \$47

Banana Date Teacake with choc chips

and walnut, Whole, (8 Servings) \$ 26

Catering target for weekday office

crowd:

Medium Size platter of Pastries \$67

Weekend Catering:

Combo Small Breakfast

1 box of coffee + 18 Pastries = \$87

Maintenance Program

Butternut Bakehouse

1. Bathroom – daily.
2. Floor cleaning – daily.
3. Counter cleaning – daily, throughout the day.
4. Kitchen sinks – cleaning, daily.
5. Refrigeration temperature checks – daily.
6. Thermometer calibration – weekly.
7. Window cleaning – twice a week.
8. Pest control management – monthly.
9. Grease trap cleaning – four times a year.
10. Hood cleaning – twice a year.



Town of Arlington, Massachusetts

Request: 5th Space On Street Overnight Parking @ 38-40 Beacon Street

Summary:

Johnny L. Worthy III, 38 Beacon Street, Unit 2

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	John_L._Worthy_Request.pdf	John L. Worthy III Request
▢	Reference Material	Police_Response.pdf	Police Response

Johnny L Worthy III
38 Beacon St Unit 2
Arlington MA 02474

November 1, 2018

Board of Selectmen,

I am writing to you to discuss the status of resident parking for the Beacon Street Condominiums, a 4 unit condo complex on Beacon St. Currently each of the 4 units is allocated a single overnight street parking permit, one per household. I would like to see that allocation increased.

I have spoken with Marie about the situation and she has been extremely helpful and understanding. She explained that the building used to be a two-family with two spots per unit and after the conversion it was decided that each unit would receive a single spot. She noted that the town reserves the right to assign additional spots in extenuating circumstances and that I have the right to have this issue brought up to the selectmen.

The condo building takes up a majority of the lot leaving no room for a driveway to be constructed. This is the only property on Beacon street without a driveway and without a lot that would accommodate construction of a driveway. As such, the vehicles of our residents are the only vehicles parked on either side of Beacon street near the property overnight. The addition of another overnight parking permit is not expected to cause any issues of congestion or neighbor complaints as we are currently using overnight temporary parking permits for a 5th vehicle until this issue is sorted out. I am asking to allow a permanent overnight parking permit for this vehicle for Beacon Street.

I look forward to discussing this matter with you.

Regards,

A handwritten signature in black ink, appearing to read 'Johnny L Worthy III', written over a horizontal line.

Johnny L Worthy III

From: "Corey Rateau" <CRateau@town.arlington.ma.us>
To: "Fran Reidy" <FReidy@town.arlington.ma.us>
Date: 11/07/2018 02:04 PM
Subject: Re: 38 - 40 Beacon St.

Fran,

This came up in 2016 for one of the units. Our position will not change on the matter for this or any other unit located at the property.

If you need another memo, please just send an official request so we have it for our records.

Regards,
Officer Corey P. Rateau
Arlington Police Department
Traffic and Parking Unit
Traffic, Details, and Licensing Division
(781)-316-3944 (Office)
(781)-316-3933 (Fax)
Email: CRateau@town.arlington.ma.us

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE
Frederick Ryan



Town of Arlington
MASSACHUSETTS 02474

POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900
Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: February 1, 2016

RE: 2nd Space, On Street Overnight Parking @ 38 Beacon Street #2

The Traffic and Parking Unit has reviewed the petition submitted by Dan Jette and Miriam Brody for a 2nd on-street overnight parking permit at 38 Beacon Street, Unit #2. After reviewing the submitted information, we do not support the issuance of a 2nd permit.

Documents associated with condo purchases clearly dictate what amenities are included with said purchase, which also includes the amount of deeded parking available. Due diligence should have been taken on their part when they decided to purchase a residence without a driveway in a town that prohibits overnight parking. Their statement that they misunderstood the number of spaces available to them does not shift the burden to the town to provide any further remedy after one exemption has already been granted.

CPR

Cc: Fred Ryan, Police Chief
Capt. Julie Flaherty, Support Services Commander
Lt. Paul Conroy, OIC / Traffic, Details and Licensing
John Kelly, Deputy Fire Chief
Adam Chapdelaine, Town Manager

"Proactive and Proud"



Town of Arlington, Massachusetts

For Approval: Transportation Advisory Committee Recommendations:

Summary:

- a. Water Street @ Minuteman Bikeway
 - b. Establishment of Brackett, Gibbs, St. Agnes and Ottoson School Zones
- Howard Muise, Chair

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	TAC_Water_St.pdf	TAC Recommendations Water St./Bike Path
▢	Reference Material	D._Whitford_request_to_TAC_2017.pdf	D. Whitford reference from 11/2017
▢	Reference Material	TAC_School_Zones.pdf	TAC reference for School Zones



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Dan Amstutz

To: Select Board

From: TAC

Subject: Water Street / Minuteman Bikeway Intersection: Recommendations.

Date: 8 August 2018

In late 2017, in response to a citizen request from David Whitford, TAC was asked to review conditions during the AM Peak period at Water Street and the Minuteman Bikeway. Members of the working group were Scott Smith, Melissa Laube and Christopher Tonkin, chair of ABAC. The working group met with David Whitford at the site at 8 AM on Monday 30 April 2018. The TAC unanimously adopted the findings and recommendations presented below..

CONDITIONS

The immediate site is essentially a 5-way intersection, with the Bikeway, Water Street and a private alley (alley highlighted on Figure 1).

During the AM peak period, it appears that southbound motorists on Mystic Street are using both Russell Street (which leads to Water Street) and the private alley to avoid the traffic signal at Mystic Street and Mass. Ave.

During the site visit, we counted traffic for 12 minutes, from 7:49 – 8:01 AM. The weather was cloudy, about 40 degrees, with rain in the forecast for the afternoon.

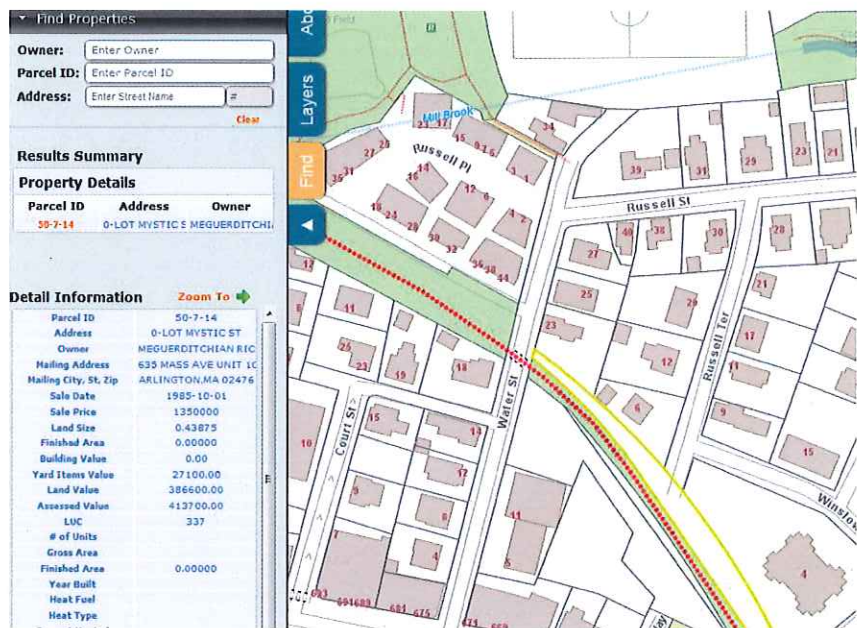


Figure 1 Water Street / Minuteman Bikeway

Movement	Count (7:49-8:01 AM)	Approximate Hourly
Water Street southbound	25 cars	125 cars
Alley, turning left onto Water St.	25 cars	125 cars
Bikeway westbound	6 bikes, 3 pedestrians	30 bikes, 15 peds
Bikeway eastbound	23 bikes, 3 pedestrians	115 bikes, 15 peds
Water Street northbound	12 cars	60 cars

During the 12 minutes indicated above, there were a total of 50 cars traveling southbound on Water Street at the Bikeway intersection. On November 16, 2010, the Town had done a count near 5 Water Street, before the left turn restriction from Water Street to Mass Ave was implemented. Between 7:45

and 8 AM, the 2010 count had indicated 50 southbound cars, and 22 northbound cars. In 2010, the hourly count from 8 – 9 AM was 188 cars southbound and 55 cars northbound.

Observations: It is a complex intersection, with drivers turning left from the alley needing to watch for traffic from 4 different directions. The group saw one near miss between two motorists. Also, it is difficult for motorists on Water Street to turn onto the alley (which is not quite wide enough for two-way traffic). Visibility between Water Street and the Bikeway is limited. Google Maps (and presumably, Waze) is suggesting the alley as a possible travel route (Figure 2).

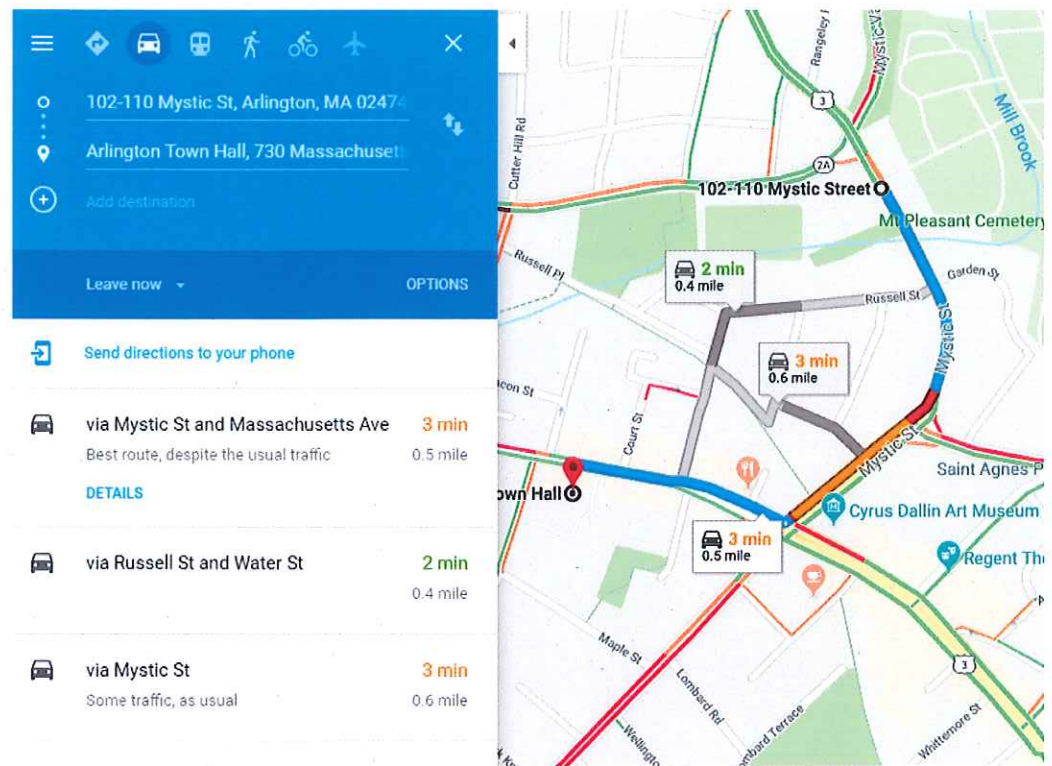


Figure 2 Screen shot of Google Maps 5/2 8:34 AM

Recommendations:

- Repeat the Water Street count, last done in 2010. Is there significantly more traffic?
- Notify Google / Waze that the alley is privately owned, and should not be used for routing
- Add a MUTCD compliant warning sign on the Water Street southbound approach to the Bikeway, to match the sign that already exists on the northbound approach (Figure 3)



Figure 3 Warning sign

Additional actions to consider in the future:

- Installing a four-way STOP at the Bikeway / Water Street intersection. The Bikeway is more of a through route than Water Street. Given the visibility issues, we do not recommend removing the stop sign on the Bikeway.
- making Russell Street one-way eastbound during AM peak
- providing clearer indication that motor vehicles should not enter the bikeway
- putting traffic restrictions, including a STOP bar, on the alley (private way)

Transportation Advisory Committee Members:

Wayne Chouinard, Charles Giroux, Michael Gordon, Pamela Heidell, Brian Kmetz, Melissa Laube, Jeff Maxtutis, Howard Muise, Officer Corey Rateau, and Scott Smith

Web site: www.arlingtonma.gov/tac

From: David Whitford <davidwhitford@gmail.com>
To: Marie Krepelka <mkrepelka@town.arlington.ma.us>
Cc: Susan McCabe <susanmccabe22@mac.com>, "Karen Steiner & Scott Smith" <smithsteiner@comcast.net>
Date: Tue, 7 Nov 2017 10:10:18 -0500
Subject: Bike Path at Water Street inquiry

Hi Maria, I'm David Whitford, 30-year Arlington resident, dedicated cyclist, living at 23 Water Street (where the bike path crosses) since 1994. Am reaching out to the Selectmen on the recommendation of Scott Smith, one of several people whose advice I've sought since last summer on how best to address this matter.

I haven't felt good about the bike path intersection outside my door since the day we moved in, but lately conditions have reached a crisis point. I fear if we don't take appropriate action we may soon be asking ourselves with regret why we failed to do so.

Rising popularity of driver apps like Waze and Google Maps has greatly increased cut-through traffic in my neighborhood, the Russell Street Historic District. During the morning rush hour we're getting a steady stream of southbound traffic on Rt. 60 (Mystic Street) that turns right on Russell Street and left on Water, as seen here: <https://goo.gl/HYnYZM>.

Or worse, right on Russell, left on Prescott, right on Winslow, and into a narrow, dogleg path down a privately owned alleyway to Water Street, as seen here: <https://goo.gl/3tM4b8>

Both maps attached below.

They're all trying to avoid the light at Mass Ave. Those who choose the former route often cross the bike path at a high rate of speed after turning left on Water Street. Those who choose the latter cut sharply (and sometimes blindly) left onto Water at the path. Either way, hazards abound.

Town (or state, not sure who has jurisdiction) could solve this problem tomorrow by banning cut-through traffic on Russell Street and Winslow Street during peak commuting hours.

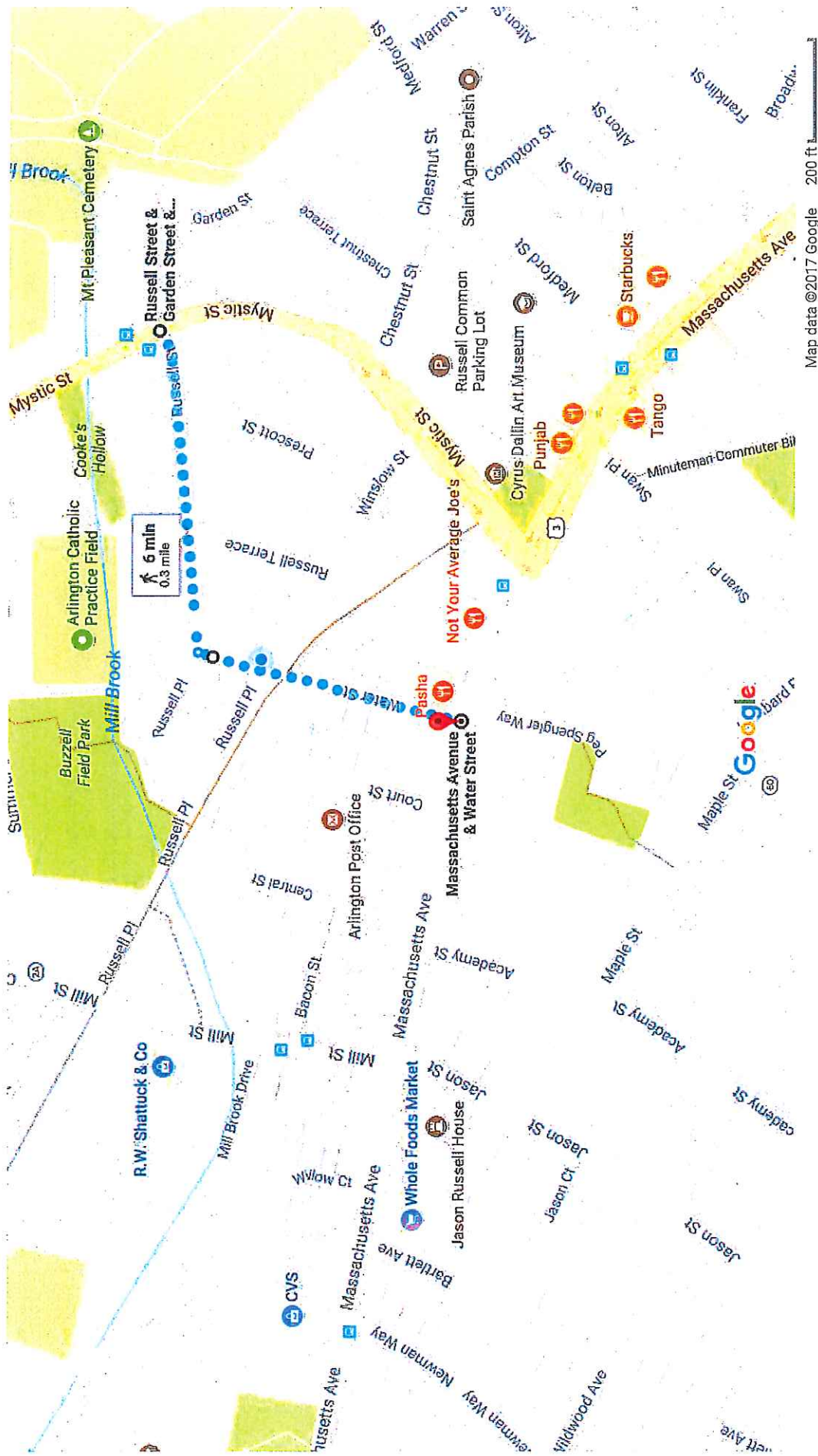
Short of that, I'd like to see high-visibility signage on Water Street alerting drivers to the bike path intersection, and clear road markings. My absolute minimum recommendation would be a "no left turn" sign where the alley intersects with Water Street.

I've been so impressed by the bike- and pedestrian-safety work the town has accomplished in recent years, including the dramatic improvements to the Mass Ave corridor in East Arlington, Arlington Center, the library pedestrian crossing, the bike path crossing at Mill Street, plus the proposed improvements at Lake Street. That leaves Water Street as the last, glaring exception. Please tell me how I can contribute to solving this problem.

Thank you,
David

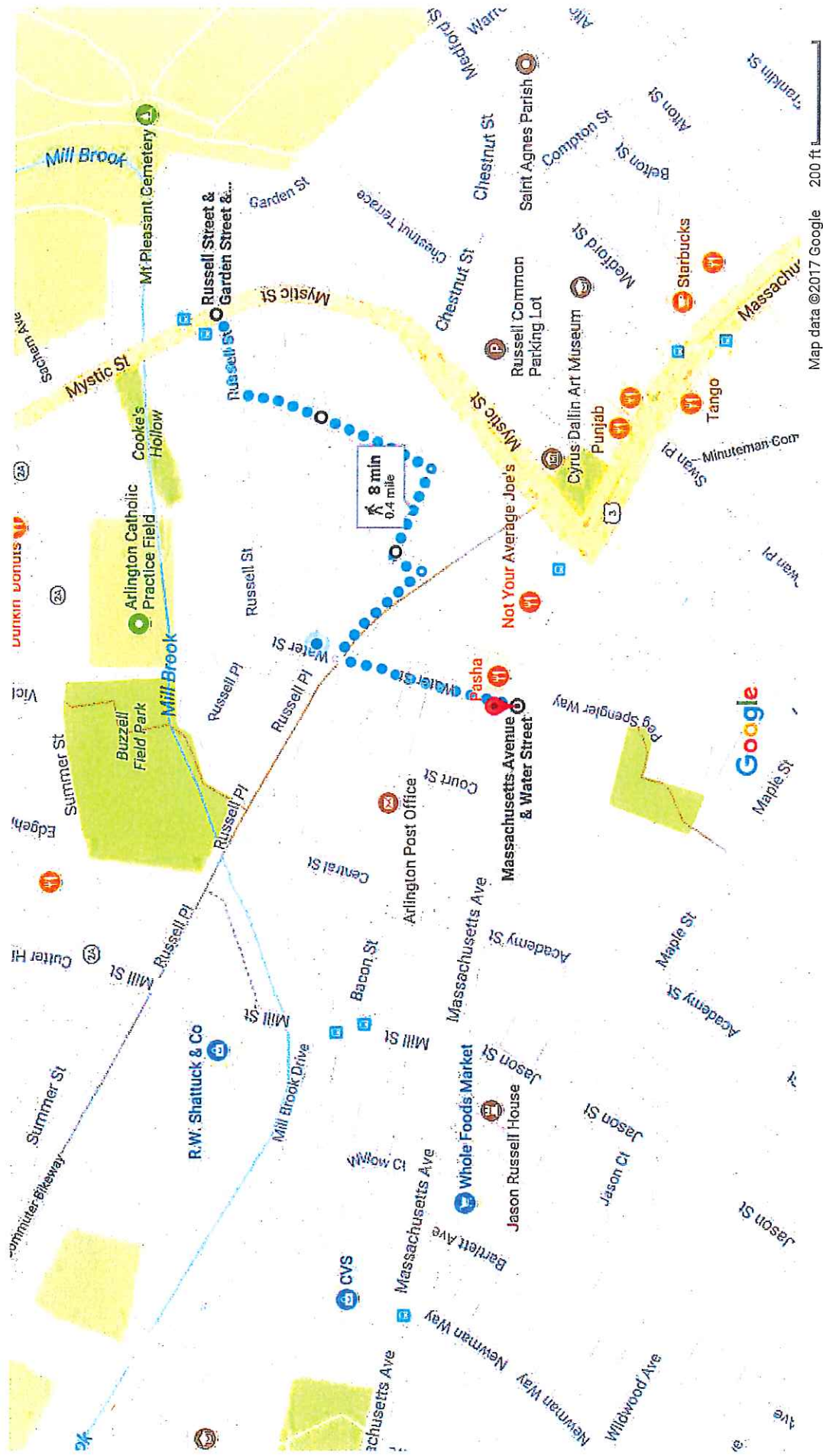
Google Maps Russell St & Garden St & MA-2A to Massachusetts Ave & Water St

Walk 0.3 mile, 6 min



Russell St & Garden St & MA-2A to Massachusetts Ave & Water St

Walk 0.4 mile, 8 min





TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Dan Amstutz

To: Selectman Board, Arlington, MA

From: Transportation Advisory Committee (TAC)

Subject: Brackett, Gibbs, St. Agnes and Ottoson School Zones

Date: November 8, 2018

In 2007 the TAC started working with the Arlington Police Department and the elementary schools in town to establish safe transport to our schools. School zones were evaluated using state requirements that allow Arlington to set enforceable reduced speed limits during school hours. Currently all public elementary schools in town have established school zones; however, school zones for Ottoson Middle School, the St. Agnes School and the new Gibbs School have not been established. Also, TAC has evaluated the current school zone for the Brackett School and determined that some modifications to signage should be made to improve safety and comply with current standards.

The TAC requests the Board of Selectmen to approve establishment of school zones at the Ottoson, Gibbs and St. Agnes schools and modification of signing at the Brackett School. The specific recommendations for the Brackett and Ottoson (see attached) school zones have been determined and reviewed by TAC's representative from the Arlington Police. Signs and pavement markings for the Gibbs School were put in place prior to its opening this fall. Signage the St. Agnes School still needs to be evaluated and finalized. Once school zones are approved by the Board, the upgrades to Ottoson, Brackett and St. Agnes will be made by the DPW under the supervision of the Arlington Police Department.

Respectfully submitted,

Howard Muise, Chair
Arlington Transportation Advisory Committee

Attachments:

- School Zones Signs for Brackett, Gibbs and Ottoson Schools
- Brackett Location of School Zone Signs
- Gibbs Location of School Zone Signs
- Ottoson Location of School Zone Signs

Transportation Advisory Committee Members:

Wayne Chouinard, Charles Giroux, Mike Gordon, Pamela Heidell, Brian Kmetz, Melissa Laube, Jeff Maxtutis, Howard Muise, Officer Corey Rateau, and Scott Smith

Web site: www.arlingtonma.gov/tac

Recommended School Zone Signing
Ottoson School
11/8/2018

Location	Sign Facing	Sign code Top to Bottom	Sign Description
Quincy St Near House #3/5 Replace current sign	SW Traffic	S1-1 W16-9P	School- Students walking Add "School Zone Ahead" Plaque
Quincy St Near house #11	SW Traffic	S4-3P R2-1 S4-1P S4-6P	"School" "Speed Limit 20" "7:30-8:30 am 2:30-3:30 pm" "MON-FRI"
Quincy St Near House # 14/16	NE Traffic	S5-2	"End School Zone"
Quincy St S Corner of Farmer	NE traffic	S4-3P R2-1 S4-1P S4-6P	"School" "Speed Limit 20" "7:30-8:30 am 2:30-3:30 pm" "MON-FRI"
Quincy St Near House #82	NE Traffic	S1-1 W16-9P	School- Students walking Add "School Zone Ahead" Plaque
Quincy St W corner of Benjamin	SW Traffic	S5-2	"End School Zone"
Acton St Near House #27	S Traffic	S4-3P R2-1 S4-1P S4-6P	"School" "Speed Limit 20" "7:30-8:30 am 2:30-3:30 pm" "MON-FRI"
Acton St Near House #19	S Traffic	S1-1 W16-9P	School- Students walking Add "School Zone Ahead" Plaque
Acton Street Across from house # 27	N Traffic	S5-2	"End School Zone"
Acton Street School Crossings, 5 signs		S1-1 W16-9P	School- Students walking Add Downward Pointing Arrow

Recommended School Zone Signing
Brackett School
11/8/2018

Location	Sign Facing	Sign code Top to Bottom	Sign Description
Eastern Ave 65ft NW of Bellington	SE Traffic	S1-1 W16-9P	Existing sign Add "School Zone Ahead" Plaque
Eastern Ave Move existing sign uphill across from blinking light 300' from end of school building	NW traffic	S5-2	"End School Zone"
Fayette St Across from House #27	SW traffic	S5-2	"End School Zone"
Fayette St Relocate School zone sign on NE Corner of Fisher Rd in front of house #27	NE traffic	S1-1 W16-9P	Existing sign Add "School Zone Ahead" Plaque
Eastern Ave In front of House #36	SE Traffic	S5-2	"End School Zone"
Easten Ave Across from House #36	NE traffic	S1-1 W16-9P	School- Students walking Add "School Zone Ahead" Plaque



Town of Arlington, Massachusetts

Discussion and Vote: CDBG Sub-Committee Expansion

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	CDBG_Subcommittee_Expansion_Memo.pdf	Reference



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

To: Adam Chapdelaine, Town Manager
Cc: Jennifer Raitt, Director, Department of Planning and Community Development
From: Julie Wayman, CDBG Administrator
Date: November 8, 2018
Re: Expansion of Community Development Block Grant (CDBG) Subcommittee

Prior to the next CDBG funding cycle starting January 2019, I would like to request the expansion of the CDBG Subcommittee to include three residents. This is a format used by many communities to ensure proper public engagement and that the requirements in the Code of Federal Regulations, Title 24 - Housing and Urban Development, Subpart B - Citizen Participation and Consultation, are met.

The subcommittee would continue to review CDBG applications and help with funding decisions. The three residents added to the committee would participate more broadly including conducting site visits, and assisting with general community engagement, especially with Community Development Week and the five year Consolidated Plan, preparation for which will start this fiscal year.

Potential members would have a willingness to understand CDBG, the eligibility requirements, the goals of the town and the program, and other Arlington goals/plans. They should be able to meet approximately six times a year, more often during January-April, and should plan to serve a three year term.

Arlington values diversity and we would strongly encourage residents of varied backgrounds, including people of color, persons with disabilities, persons who are non-English speaking, persons who make a low- to moderate-income, and others to serve. Additionally, we are looking for a diverse representation of gender and age.

Conditional upon your approval, the posting for these appointments will be made immediately and ideally positions filled by early December.

Thank you for your consideration.



Town of Arlington, Massachusetts

For Approval: Opening of Warrant for Annual Town Meeting 2019

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	Town_Bylaws.pdf	Town By-Laws re: Warrant Opening for ATM
▣	Reference Material	OPENING_OF_WARRANT_FOR_ATM.doc	Warrant Opening for ATM

TITLE I

GENERAL GOVERNMENT

**ARTICLE 1
TOWN MEETINGS**

Section 1. Date of Annual Meeting and Adjournment
(ART. 93, ATM - 05/23/88) (ART. 12, ATM - 05/09/94)

The Annual Town Meeting for the purposes of conducting the regular Town Election of Town officers including Town meeting members, and for the submission of questions to the voters of the Town, if required to be submitted thereat, shall be held annually on the first Saturday of April unless the Selectmen vote not later than February 1 to establish another date. In order to better suit the public convenience for reasons it shall determine including, but not limited to, conflicts with the observance of religious holidays. Said election shall be considered part of the Annual Town Meeting held in that year. All articles in the warrant for any regular Town meeting to be acted upon and determined otherwise than by ballot shall be considered at a Town meeting to be held annually on the fourth Monday in April, at eight o'clock in the evening.

Section 2. Call of Meetings
(ART. 21, ATM - 04/29/96) (ART. 7, ATM - 04/28/03)
(ART. 21, ATM - 05/11/11)

The Selectmen shall, before calling a Town Meeting, post a notice of their intention to do so in each municipal and school building in the Town at least five days before opening the Warrant calling the meeting. The Warrant for any Annual Town Meeting shall open not later than the first week of December nor shall it be closed earlier than the last Friday of the following January. Furthermore, the Selectmen shall make a written request to the Town's licensed cable television provider to place notice of the opening of the Warrant on a cable channel designated for community notices. Additionally, the Selectmen shall make a written request to one local newspaper to inform residents of the opening of the Warrant.

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

OPENING OF WARRANT FOR ANNUAL TOWN MEETING

At their meeting of Wednesday, November 14, 2018 at 7:15 p.m. the Select Board voted to open the Warrant for the Annual Town Meeting. The Annual Town Meeting will take place on Monday, April 22, 2019 at 8:00 p.m. in the Arlington Town Hall. The Warrant will open Tuesday, December 4, 2018 at 8:00 a.m. and will remain open until 12:00/Noon on Friday, January 25, 2019.

_____	SELECT BOARD
_____	OF THE
_____	TOWN
_____	OF
_____	ARLINGTON

A true copy.
Attest:

Constable, Town of Arlington

Date: _____



Town of Arlington, Massachusetts

Discussion and Vote: Updated Board and Manager Goals, FY18 - FY19

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	FY18-19_BoS_Mgr_Goals.pdf	Reference

FY 2018 - 2019 Select Board & Town Manager Goals			
Category/Goal		Responsibility	
		SB	TM
LONG RANGE FINANCIAL/STRATEGIC PLANNING & SUSTAINABILITY *			
Work with Long Range Planning Committee to update existing multi-year financial plan while also considering opportunities to reduce the Town's structural deficit in preparation for future multi-year financial plans and work with the Budget and Revenue Taskforce to identify financial impact of AHS debt exclusion and operating override both of which are under consideration for Spring 2019		X	X
	<i>Deliverable – The Chair will provide an update to the Select Board following meetings of the Long Range Planning Committee</i>	X	
	<i>Deliverable – The Town Manager or Deputy Town Manager will present updates regarding the Long Range Plan to the Board on a quarterly basis</i>		X
	<i>Deliverable – The Board will call a meeting of the Budget and Revenue Taskforce at least once per year</i>	X	
	<i>Deliverable – Work to engage and inform the public in the lead up to Spring 2019 about the need for future overrides and the AHS debt exclusion and the corresponding service level impacts</i>	X	X
	<i>Deliverable – Work to better utilize existing financial tools and documents (AVB & Financial Plan) to educate residents about the correlation between service levels and taxation</i>	X	X
Work with the Long Range Planning Committee to develop a plan to reduce the MWRA debt shift as a means of offsetting tax bill impacts of the AHS debt exclusion and an operating override		X	X
Continue to evaluate current methods of delivering various services to ensure that the most productive, cost efficient method is used with a particular focus on solid waste, recycling and compost related issues in preparation for impacts from the shifting recyclables market			X
Continue to maximize grant funding and other revenue enhancing opportunities including grants and technical resources available to Community Compact program participants			X
Work with legislators and other communities for a more equitable distribution of state resources and identify and communicate the Town's legislative priorities to the local delegation		X	X
	<i>Priorities to include working with utility companies to explore system upgrades and better coordination amongst varying utilities, specifically focused on better coordination between utility work and Town paving projects, gas leak repair and double pole removal</i>		X
	<i>Advocate for increasing the state match for CPA funding, the full implementation of recommendations of the Foundation Budget Review Commission and for adequate funding of the MBTA, specifically the funding of repairs to the Alewife Garage</i>	X	X
	<i>Advocate for both MassWorks and MassDOT funding to begin Phase 2 of the Massachusetts Avenue project</i>	X	X
	<i>Work with state and federal legislative delegation to urge the FAA to consider options which might mitigate the impact of the noise of flights over East Arlington</i>	X	
	<i>Work with State legislative delegation to seek state funding (via budget line item) for non-MSBA reimbursable aspects of the AHS rebuild</i>	X	X

CAPITAL PROJECTS AND MAINTENANCE		BoS	TM
Continue to work with the Town Manager and the School Department on continued implementation of the joint Town/School Facilities Department with a focus on asset inventory and programming of maintenance scheduling.		X	X
Work with the Arlington High School Building Committee as it works to finalize the schematic design of the project and requests approval of a project scope and budget agreement by the MSBA		X	X
Six classroom addition to the Hardy Elementary School		X	X
	<i>Deliverable – Work with the Town Manager, PTBC, and the School Department to see that this project is completed on-time and under budget</i>		X
Finalize the sale of the property at 1207 Massachusetts Avenue		X	X
Work with the ARB and the PTBC as it finalizes design and seeks funding from Town Meeting for the Central School focused on improving the space used as a Senior Center			X
Work with the Town Manager and the PTBC as it finalizes design and seeks funding from Town Meeting for a renovation of the DPW facility			X
Continue to work with the Town Manager, the Friends of the Robbins Town Hall Gardens, and the Community Preservation Committee to implement appropriated improvements to Town Hall and the Gardens		X	X
Work with the Library Board of Trustees as it advances the "Reimagining Our Libraries" program and begins to seek funding for improvements to the Robbins and Fox Libraries		X	X
Work with the Town Manager to consider the best use of the space at the Parmenter School which will be vacated as of June 2019		X	X

LONG RANGE COMMUNITY PLANNING, LAND USE, COMMUNITY DEVELOPMENT, AND TOURISM		BoS	TM
Continue to work with the Master Plan Implementation Committee as it implements the key strategies and recommendations contained within the Master Plan, including a focus on the work of updating the Town's zoning related to business districts, signage and the development of affordable housing		X	X
Work with the Arlington Tourism and Economic Development Committee to review the committee's priorities and the committee's structure with a focus on developing a sustainable model through which these priorities can be achieved		X	
Continue to support efforts focused on economic development, business retention, and tourism through working with the Economic Development Coordinator, with a particular focus on the Arlington Heights revitalization planning initiative that is currently underway		X	X
Work to oppose the current proposal for the Mugar property, protect the wetlands contained within the property, and work toward the best outcome for the property, the neighborhood, and the Town		X	X
Continue to work with the Arlington Commission for Arts and Culture to support promotional opportunities for arts and culture in Arlington, work to promote the recently approved cultural district, and assist in the implementation of the Arts and Culture Action Plan while also working to develop metrics for measuring the impact of investments in arts and culture		X	X
Work with the Cemetery Commission and ARB to consider the impending shortage of cemetery space		X	X
Work with Town Manager and other stakeholders on identifying land for storm debris and snow storage with a particular focusing on engaging in the community in a dialogue regarding the acquisition of the vacant land at Poet's Corner		X	X
Populate the beautification committee to explore opportunities for enhancing holiday decorations and other aesthetic aspects of the Town		X	
Communicate and coordinate with neighboring communities to identify issues that have regional impacts, the following included:		X	X
	<i>Work with Cambridge, Somerville, and the MWRA to eliminate all CSO discharges into the Alewife Brook within the next 20 years. Uphold Town Meeting vote to restore Alewife Brook to a Federal Class B waterway</i>	X	X
	<i>Work with DCR and MassDOT on Alewife Greenway to protect the Town's interests and ensure that appropriate state agencies uphold their commitment to maintenance and vegetation management</i>	X	X
	<i>Work with state legislators, Cambridge and Belmont to renew the stormwater joint powers agreement</i>	X	X
	<i>Investigate the potential for regionalizing an approach to stormwater (MS4) permitting</i>		X
Work with appropriate stakeholders to engage in a community dialogue about the future maintenance and use of the Great Meadows		X	X
Work with the neighborhood, the Department of Planning & Community Development and other community stakeholders to engage Youth Villages regarding the future use of the Germaine Lawrence campus		X	X

TRANSPORTATION AND PARKING	BoS	TM
Move forward with plan to replace sidewalks in Arlington Center while maintaining consideration of and seeking funding for the more comprehensive conceptual redesign of Mass Ave in Arlington Center (Mass Ave Phase 2)	X	X
Continue to work with the Parking and Implementation and Governance Committee on managing the Arlington Center Parking Management Strategy, work to prepare proposals for the Parking Benefit District and pursue funding for a parking study to be performed in East Arlington	X	X
Continue to work with the Parking and Implementation and Governance Committee on investigating the implementation of a mobile payment app for parking meters, considering a variable pricing model, enhancing data collection and reporting, and exploring expansion of metering	X	X
Work with the Planning and Community Development Department as it analyzes the results of the Bus Rapid Transit pilot and develops recommendations for the potential permanent implementation of the program	X	X
Work with ABAC and TAC to leverage the Complete Streets program and promote and encourage multimodal transportation in Arlington, support corresponding infrastructure improvements throughout Town, and study the potential for e-scooters	X	X
Work with stakeholders to identify funding for and implement the traffic signal at the intersection of Lake Street and the Minuteman Bikeway	X	X
Work with Disabilities Commission and Department of Public Works to continue to aggressively fund and implement ADA accessible curb ramp improvements	X	X
Working with the newly hired Senior Transportation Planner, initiate a comprehensive review of the impact of Waze and other navigations apps that are impacting traffic in neighborhoods throughout Arlington	X	X
Investigate the potential for requiring disclosures regarding parking rules and regulations in Arlington during the sale or rental of property	X	
Work with the state legislative delegation and the MBTA to advocate for the repair and preservation of the Alewife parking garage	X	X

PUBLIC COMMUNICATIONS AND CUSTOMER SERVICE		BoS	TM
Continue exploring options for customer service enhancement including enhanced use of website, offering of mobile app for the Request/Answer Center, and connecting citizen requests to the GIS database		X	X
Receive quarterly reporting from the Request/Answer center with a focus on volume and response time. How long before request is acknowledged? Monitor long term unanswered requests and explore further metrics that provide value to the Board		X	X
Update the Select Board's Policy Handbook and comply with policy to perform a yearly review of the document		X	
Review all board applications for licenses and permits, and update applications and processes across departments		X	X
Work with Town Manager and Public Information Officer to maintain and expand traditional and alternative means to enhance public communication including investigating the implementation of community engagement training		X	X
	<i>Work to develop a Citizens Academy focused on engaging residents in the Town's governance and departmental operations</i>	X	X
Continue to enhance accessibility and transparency of Select Board proceedings through the integration of technology		X	
Explore the implementation of remote participation for both Board members and residents and the technology that would be necessary to make it practical		X	X
Work to develop a memorandum of agreement with the Town Clerk's Office and the Board of Registrars regarding the management and administration of elections		X	

INFORMATION TECHNOLOGY	BoS	TM
Work with the Director of Information Technology to renew the 3 year IT Strategic Plan		X
Deliverable –Develop new 3 year IT Strategic Plan		X
Work with departments to expand the implementation of online bill payments		X
Deliverable – Continue implementation of online bill paying to further departments		X
Work to integrate GIS data and mapping tools into Public Works work order management		X
Deliverable – Demonstrate integration of GIS tools into Public Works work order management		X

ENERGY EFFICIENCY/SUSTAINABILITY	BoS	TM
Continue work with the Energy Working Group, leveraging Arlington's designation as a Green Community, to improve the Town's energy efficiency.		X
Continue the expansion of electric vehicle charging infrastructure for public use.		X
Fully populate and convene the Clean Energy Future Committee to begin planning for achieving Net Zero status in Arlington by 2050	X	X

ORGANIZATIONAL	BoS	TM
Continue bargaining, utilizing the results of the compensation study, with bargaining units not yet settled for a new contract beginning in FY2019		X
Continue to recruit and hire qualified, professional, and excellent employees at all levels of the organization with a focus on developing a strategy for enhancing diversity in hiring		X
Work to implement the Pay Equity Law		X
Work to provide organization wide professional development, focused on customer service training, with a focus on training mid-level managers and supervisors in FY2019		X



Town of Arlington, Massachusetts

Articles for Review:

Summary:

Article 3 Acceptance/Local Option: Recreational Marijuana Excise Tax
Article 4 Bylaw Amendment/LGBTQ + Rainbow Commission Membership
Article 5 Bylaw Amendment/Certain Personnel
Article 6 Endorsement/The John J. Bilafer Arlington Citizens' Scholarship Fund - Dollars for Scholars

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Draft_Votes_and_Comments_on_2018_STM_3__4__5_and_6.docx	Town Counsel Memorandum



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

MEMORANDUM

TO: Select Board
Marie Krepelka, Board Administrator
Adam Chapdelaine, Town Manager

FROM: Douglas W. Heim

DATE: November 9, 2018

RE: **Draft Final Votes and Comments for Articles:
STM Articles 3, 4, 5, and 6**

Please find below, draft final votes and comments for the above-referenced articles in advance of the November 14, 2018 Select Board meeting.

STM ARTICLE 3

**ACCEPTANCE/ LOCAL OPTION: RECREATIONAL
MARIJUANA EXCISE TAX**

VOTED: That the Town of Arlington accept G.L. c. 64N, § 3 to impose an excise on the retail sales of marijuana for adult use at the rate of 3 percent.

COMMENT: In anticipation of Special Town Meeting’s potential approval of a zoning bylaw amendment to allow for siting of recreational marijuana facilities under STM Article 2, the Select Board unanimously supports the acceptance of a local excise tax on gross retail sales of recreational marijuana. In short, if retail marijuana sales are to be made in Arlington, the Select Board believes such sales should be subject to the maximum allowable local tax rate of 3%.

As of this vote, the Finance Committee has not yet had the opportunity to weigh in on the adoption of this excise tax, but the Committee has previously supported local option taxes on meals and hotels as important revenue sources for the Town. Particularly given the anticipated financial needs of the Town in coming years, the Board believes the adoption of the highest allowable rate is appropriate, but also looks to the Finance Committee for corroboration of this perspective.

**ARTICLE 4 BYLAW AMENDMENT/ LGBTQIA+ RAINBOW
COMMISSION MEMBERSHIP**

VOTED: That Title II, Article 13 Section 2 of the Town bylaw be and is hereby amended as follows:

Section 2. Membership

The Commission shall consist of seven (7) to nine (9) members, six (6) to eight (8) of which are to be appointed by the Town Manager subject to the approval of the Board of Selectmen, and one (1) of which shall be appointed by the School Committee. Members shall be appointed to the following initial terms:

Two (2) members to a one-year term, two (2) members for two-year terms, and three (3) members for three-year terms, as determined appropriate by the Town Manager and School Committee. All subsequent terms shall be for three years.

The Manager may, by the majority vote of the Rainbow Commission appoint up to two additional registered voters of the town for a maximum total of eight (8) commissioners. Additional members appointed pursuant to this section shall serve a single three-year term unless the majority vote of the Commission requests reappointment.

(5-0)

COMMENT: The Rainbow Commission’s record to date of programs and events in its first year evidences not only the significant workload of the Commission, but the high demand for the Commission’s activities. An expansion of membership would aid the Commission in meeting such demand. Furthermore, the Commission represents a wide range of groups, and an expansion of membership would allow for greater representation among such groups on the Commission. The Board also appreciates the flexibility in the number of commissioners the revised bylaw affords, similar to amendments made to the Capital Planning Committee at last

year's Town Meeting. If the Commission has difficulty filling seats at any time, it can contract to its original number of members.

ARTICLE 5

BYLAW AMENDMENT/CERTAIN PERSONNEL

VOTED: That Title I, Article 4 ("Treasury") of the Town Bylaws be and hereby is amended as follows:

ARTICLE 4: TREASURY & COLLECTIONS DIVISION

Section 1. Duty

The Town Treasurer shall administer the Treasury & Tax Collections Division.

ARTICLE 4: TOWN TREASURER'S DEPARTMENT & COLLECTIONS DIVISION

Section 1. Duty

The Town Treasurer shall administer the ~~Town Treasurer's Department~~ Treasury & Tax Collections Division.

Section 2. Divisions

~~The Town Treasurer's Department shall consist of the Tax Collection Division and the Treasury Division.~~

A. Tax Collection Division

- 1. The Town Treasurer also acts as the Collector of Taxes.**
- 2. The Collector of Taxes shall seasonably collect, under the title Town Collector, all accounts due the Town which are committed to him. When the Collector of Taxes serves a written demand for the payment of any delinquent taxes, a demand fee of \$30 shall be added to the amount of the tax demanded thereby.**
- 3. Every department of the Town shall deliver to the Comptroller at least once in every month a separate statement of each account due the Town arising through any transaction with such department. Upon receipt of such statements of accounts, the Comptroller shall commit such accounts to the Town Collector for collection. This section shall not apply to taxes and special assessment, licenses and permits issued or granted by the various departments of the Town, nor to interest on investments of sinking or trust funds.**

4. Any account committed by the Comptroller which the Town Collector is unable to collect by ordinary efforts will be referred back to the department in which said account originated for further collection effort. So far as permitted by law, any account or portion thereof may be abated by the Comptroller upon recommendation by said department.

In the event the account cannot be collected within a reasonable period of time and is not abated, it shall be referred by the Town Collector to the Town Counsel for appropriate legal action and the Comptroller shall be notified of said referral.

5. The Tax Collection Division shall, once in each week or oftener, pay over to the Treasury ~~Division~~ all money received during the preceding week or lesser period on every such account, including any sums received as interest on monies received on such accounts and deposited in any bank.

B. Treasury Division

1. The Town Treasurer receives and takes charge of all monies belonging to the Town.
2. The Town Treasurer shall pay all monies of the Town which are legally due and owing, according to the order of the Town or its authorized officers.
3. The Town Treasurer shall, from time to time during the fiscal year, prepare and update a cash flow projection of anticipated receipts and expenditures and shall manage the Town's excess cash by prudently investing same to the maximum advantage of the Town as permitted by law.
4. The Town Treasurer, in addition to the estimate of the amount required for the maintenance of the Town Treasurer's Department, shall also determine the amounts of interest and maturing debt to be included in the annual budget for the ensuing year. The Town Treasurer, shall also be responsible for the preparation of the Pension Funding Budget, to be prepared in accordance with current actuarial estimate of the town's pension funding liability.
5. The Town Treasurer shall have custody of all paid matured notes, bonds and coupons issued by the Town and all canceled checks issued ~~by him~~.
6. The Town Treasurer shall manage the Town's debt ~~and recommend to the Selectmen a term of years for all authorized long-term debt and whether or not the Town should accept the interest rate offered for said debt prior to its issuance.~~

~~Section 3. Financial Review~~

~~The Town Treasurer shall prepare a financial review and report to the Annual Town Meeting regarding the financial condition of the Town. The report shall be a public record and a copy shall be filed with the Board of Selectmen in accordance with Title I, Article 2, Section 3 of the Bylaws.~~

Section 3 -4. Bond

The Town Treasurer shall give bond to the Town for the faithful performance of the duties of the office in a form approved by the Commissioner of Revenue and in such a sum to be determined by the Select Board, provided the amount of the bond shall not be less than the amount set by the Commissioner. The bond must cover all funds of which the Town Treasurer has custody. A separate bond must similarly be furnished covering the Town Treasurer's duties as Town Collector.

Section 4. Appointment of Treasurer

The Town Treasurer & Collector of Taxes shall be appointed by the Town Manager in coordination with the Finance Director. If the Treasurer & Collector of Taxes is also being appointed as the Finance Director, the position shall be appointed by the Town Manager without consultation.

~~Section 5. Appointment of Assistant~~

~~The Town Treasurer may in writing appoint, with the approval of the Selectmen, an Assistant Town Treasurer – Collector of Taxes. The Assistant Town Treasurer – Collector of Taxes shall be sworn to the faithful performance of the duties of the office and a record shall be made of said appointment and oath. The Assistant Town Treasurer – Collector of Taxes shall be a citizen of the United States and a resident of the Commonwealth of Massachusetts, and shall give bond annually for the faithful performance of the duties of the office in a form approved, and in an amount determined by the Commissioner of Revenue.~~

~~Section 6. Pension Funding~~

~~The Town Treasurer, upon determining the viability and appropriateness of initiating any borrowing for the purposes of funding the unfunded pension liability through so-called Pension Obligation Bonds, shall:~~

- ~~1. Notify the Finance Committee of any such intention to borrow, with documentation supporting said borrowing, and request a recommendation from the Finance Committee, including amount to be borrowed, in writing; said recommendation shall be rendered by the Finance Committee to the Treasurer within 30 calendar days from the Treasurer's notification,~~
- ~~2. At the same time, submit to the Commonwealth's Secretary of Administration & Finance the intention to borrow with documentation supporting, including an updated valuation study, said borrowing,~~

- ~~3. Present the results of any communication and/or determination received from Administration & Finance to the Finance Committee prior to any meeting with the Board of Selectmen,~~
- ~~4. Present to the Board of Selectmen a report stating such intention to borrow with documentation supporting said borrowing, and include:~~
 - ~~a. the recommendation report from the Finance Committee,~~
 - ~~b. the communication and/or determination(s) from Administration & Finance,~~
 - ~~c. the recommendation from the Town's Financial Advisor,~~
 - ~~d. the total amount to be borrowed, and the costs of said borrowing,~~
 - ~~e. any projected savings to the Town's annual operating budget,~~
- ~~5. Upon the approval of the borrowing by the Board of Selectmen, the Treasurer shall submit a Warrant Article requesting said appropriation in the next soonest annual or special town meeting, documentation cited in section 4, above, shall be included in materials presented to Town Meeting.~~
- ~~6. These procedures shall be incorporated into the Policy of the Office of Treasurer & Collector of Taxes, and be binding on the present and/or any future Town Treasurer(s).~~

FURTHER VOTED: That Title I, Article 6: Classification and Compensation Plans and Human Resource By-Law, Sections 9 and 21 of the Town Bylaws be and is hereby amended to remove the now appointed Town Treasurer from such sections, so as to reflect that the Town Clerk is the proper subject of such provisions alone, so as to read as follows:

Section 9. Allocation of Positions in the Town Clerk's Office ~~Departments of Various Appointing Authorities~~

A. Power of Clerk ~~and Treasurer/Collector~~

The Town Clerk ~~and the Treasurer/Collector~~, as an independent authority ~~ities~~, may reorganize, consolidate, or otherwise establish new positions in their respective departments without prior Town Meeting approval subject to available funds and the requirements of collective bargaining contracts and laws relating to same. Said authority ~~ies~~ may appoint persons to fill such new positions so created on a temporary basis.

B. Role of Director

Before taking any of the aforementioned contemplated actions, the Clerk ~~or the~~

~~Treasurer/Collector as the case may be~~, shall notify in writing the Personnel-Human Resources Director specifying the reasons therefore which notice shall not be dated earlier than December 1 of any calendar year.

The Director will consult with and assist the Clerk appointing authority in the contemplated action except when the Director disagrees with the contemplated action in which event the Director will so advise the Clerk appointing authority as to the reasons therefore not later than 21 days after receipt of the Clerk appointing authority's notice of contemplated action unless said date is mutually extended.

If the Director agrees with the contemplated action, then the Director will so advise the Clerk appointing authority in writing and the contemplated action shall become effective immediately.

If the Director disagrees with the contemplated action then the Director will so advise the Clerk appointing authority in writing of the reasons therefore. In such event the Director shall take immediate steps to convene a meeting of the Human Resource Board established under Section 4 of Title I, Article 6 of the bylaws. Said Board shall consider presentations of the Director and the Clerk appointing authority and will make a written recommendation regarding the contemplated action. The Human Resource Board shall convene not later than 14 days after disapproval by the Director of the contemplated action and render its advisory opinion within seven days of its consideration thereof. In any event the contemplated action may be implemented by the appointing authority at any time after the expiration of thirty days from the date of the Director's written disapproval of same notwithstanding any contrary recommendation of the Human Resource Board or its failure to timely meet to consider same.

C. Approval by Town Meeting

Any action on consolidation, reorganization, abolition of position, and the filling of positions associated therewith shall not become permanently effective until approved by the next occurring annual Town Meeting. Any new positions created shall not be placed into the Classification Plan unless so voted by the Town by amendment to the Classification Plan as established by Title I, Article 6 of the bylaws. Disapproval by the Town Meeting of the action of the Clerk appointing authority shall reestablish the status quo in said department prior to the action of the Clerk appointing authority having been taken.

Section 21. Benefits for ~~Town Treasurer/Collector and~~ the Town Clerk

Notwithstanding the fact that the elected positions of the ~~Town Treasurer/Collector and~~ Town Clerk are ~~is~~ not included in the Classification and Compensation Plans, ~~those individuals who are elected to same~~ the Clerk shall be entitled to vacation leave and sick

leave as provided in Title I, Article 6, Sections 12 and 13, respectively to the same extent as if said positions ~~were~~ was so included.

It is the intention of the Town that any person having occupied the position of Town Clerk and Treasurer/Collector since the Annual Election in February of 1984 shall be entitled to the accumulation of sick leave as provided by Title I, Article 6, Section 13 retroactive to the date of their first having been elected to the position of Clerk and Treasurer/Collector respectively. All effected officials shall certify the number of days accrued to date to the Personnel Director and thereafter on a yearly basis.

Said elected officials shall likewise be entitled to all provisions of Section 14, 15, 16, 17, 18, 22A, and 22B, of this Article, as applicable, and the longevity benefit shall be the same as provided for positions in Schedule M of the Classification and Compensation Plan.

(5-0)

COMMENT: The Select Board urges Town Meeting's favorable action on these straightforward amendments submitted by former Town Treasurer Dean Carman, which adjust two relevant sections of Title I of the Town Bylaws to represent that the Town Treasurer is no longer an elected official. Many of the duties, authorities and obligations of the Town Treasurer reflected in the bylaws reflect said position's role as an elected office, independent from the Town Manager and the Select Board. The Town voted both to convert the Treasurer to an appointed, rather than elected position, and to amend the Town Manager Act to create a "Finance Director" position, which coordinates the Town's financial business between the Manager's Office, the Comptroller, and the Treasurer.

Along with administrative changes which reflect that the Town Clerk is now the only elected official subject to Article 6 Sections 9 and 21, the substantive changes to the Treasurer Bylaw include the process by which the Treasurer is to be appointed (by the Town Manager in consultation with the Finance Director) and the elimination the specific process for the appointment of an Assistant Treasurer, the requirement that the Treasurer submit an independent financial review to Town Meeting, and specific notification and reporting processes for unfunded pension liability. As Mr. Carman noted, many of the reporting provisions are already otherwise required and/or provided by the Town Manager's Office in its Annual Report. More importantly, among the purposes of the creation of a Finance Director position and the conversion of the Treasurer to an appointed office is to coordinate the collection and reporting of this kind of data.

Finally, the Select Board notes that subsequent changes to the Town Manager Act will likely be necessary to harmonize all relevant provisions of the Act and the Bylaws, but given the time required to modify each respectively, amending the Bylaws in this instance is be best place to start.

ARTICLE 6

**ENDORSEMENT/ THE JOHN J. BILAFER ARLINGTON
CITIZENS' SCHOLARSHIP FUND – DOLLARS FOR
SCHOLARS**

VOTED: That Town Meeting hereby establishes the Town Scholarship Review Committee to review and make recommendations to the 2019 Town Meeting on the appropriateness and need for changes to Title II, Article 1 (The John J. Bilafer Arlington Citizens' Scholarship Fund – Dollars for Scholars), and what such revisions, if any, should be; and further that the Scholarship Review Committee be comprised of five (5) members, comprised of: one (1) member appointed by the Finance Committee; one (1) member appointed by the Select Board; one (1) member appointed by the Town Treasurer; and two (2) members appointed by the Town Moderator charged specifically with exploring ways of modernizing the administration of, and growing and enhancing the Scholarship Fund.

(5-0)

COMMENT: Based upon his experience working to help manage the John J. Bilafer Citizen's Scholarship Fund, former Treasurer Dean Carman submitted the instant warrant article to invite Town Meeting to create a committee to review the present bylaw. The size of the scholarship fund is substantially more significant than those of many other comparable towns, but the bylaw has not been updated in many years and likely lags behind modernization efforts in similar communities. Mr. Carman noted that Treasury Department staff serve the Scholarship admirably, but structural and policy changes should be considered by a formal body with members with some experience in fundraising and scholarship/grant distribution. The Select Board agrees and therefore requests Town Meeting create a Town Scholarship Fund Review Committee as set forth herein.



Town of Arlington, Massachusetts

Requesting Three 'Fifteen Minute Limit' Parking Spaces on Mass. Ave. between Milton Street and Melrose Street

Summary:

Petition submitted by Steven Austerer, 130 Mass. Ave.

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Petition.pdf	Petition

We the undersigned, petition the Town of Arlington to designate three "Fifteen Minute Limit" parking spaces in front of Dag's Convenience Store and J & D Cleaners located on Mass. Avenue between Milton and Melrose Streets between the hours of 9:00 a.m. and 5:00 p.m. to make it easier for customers to conduct their business quickly.

The great majority of us who tend to run in and drop off/pick up laundry or purchase a few items and leave find it difficult to find convenient parking because people often park for longer periods of time. If the current "Two Hour Limit" remains, it makes parking more of an obstacle and customers might consider going to other businesses; something that could have a negative impact on these two neighborhood establishments that help make East Arlington a great community.

NAME	ADDRESS	PHONE	TOWN
Steven Austerer	130 MASS AVE #1	617 852 4496	ArL
Anthony Pellegrino	39 MAGNOLIA ST	781 492 4818	ArL
Michael E. Motta	34 Thorndike St	617-947-6490	ArL
Vazquez	Pasadena	781 646	7860
Robert Gigante	58 Teal St	981-955-4393	ArL
John Dunn	31 WAVERLY AV	339-221-2810	Lowell
Mark W. McCabe	180 MASS AVE		ARLINGTON
William J. Jedd	4 Dorothy Rd		ARLINGTON
John M. Jedd	2 Colonial Vill		ARLINGTON
Barry J. Hurst	362 Rindge Ave	978-419-6312	ArL
JANET Pidge	244 Mass. Ave. #1	617-650-0702	ARLINGTON
OLIVER	10 BOX 263		WATERTOWN
George Wood	134 M.A		ARLINGTON
Joseph Greenaway	14 Egerton Rd	781-646-5356	ArL
	7A Trowbridge St	617-224-6182	ARLINGTON
	2 DOAK ST	617-697-8100	ArL

Daniel T Charrondo	5 Milton St.	682-347-5370	Arlington
NARAYAN K.C.	20 Becknap Rd	617-767-9953	Arlington
Scott MacMillan	46 Milton	617-963-0005	ARLINGTON
Diane Reardon-Jorge	19 - Milton St	781-641-0809	Arlington
Brian Bowles	37 Newport	781-613-9271	Arlington
Diane Forrest	51 Woburn St	781-883-9840	Lexington
RITA HARMON	31 VARNUM ST	781-697-5306	ARLINGTON
	18 SUMMER RD	617-412-6559	Woburn
Robert DeSimon	108 MASS	781-354-4055	ARLINGTON
Carol K. Copeland	27 Main St	781-643-3057	ARLINGTON
Nikita A. Ryabchenko	50 Magnolia St.	781-646-0953	Arlington
FRANCIS R			ARLINGTON
Jan Mayer	77 MAAS AVE	617-460-2153	ARLINGTON
Cheryl Glaser	180 MASS AVE	781-641-7513	Arlington
Karen Skup	45 Amos St	781-644-1009	"
Justin Zocchi	29 Milton St	781-691-2559	Arlington, MA
Kyle S. Pienard	63 VARNUM ST		Arlington
John Quer	8 Summer St	781-760-4236	Arlington
Christine Oliver	100 MASS AVE	339-234-1264	Arlington
Annette Doucette	15 Windsor St	804-402-0251	Arlington
Nadig M. Athanasios	130 MASS AVE #5	617-943-9074	ARLINGTON
Fred Connick	68 Brooks	781-646-5742	ARLINGTON
Clotilde Tremey-Gra	41 Fairmount St		Arlington
David Abner	58 Milton St	617-319-9237	ARLINGTON
Peter B. Popov	33 Esorton Rd	781-916-3192	ARLINGTON
Melissa Silver	12 Windsor St	781-859-7179	ARLINGTON
Sarah Bettencourt	149 Herbert	617-947-1655	Arlington
John L. Leman	11 Sheraton PK.	781-704-3290	ARL.
Thomas Zimmerman	145 Pleasant St.	508-364-4515	Arlington
John L. Leman	225 Mass Ave	570-765-2661	Arlington
Sabbie Harsain	116 Mass Ave	978-885-6762	Arlington
Michael A. Guernsey	59 Magnolia St	781-518-6823	ARL.
John L. Leman	34 AMSPEN ST	617-970-7775	ARLINGTON

[illegible]

We the undersigned, petition the Town of Arlington to designate three "Fifteen Minute Limit" parking spaces in front of Dag's Convenience Store and J & D Cleaners located on Mass. Avenue between Milton and Melrose Streets between the hours of 9:00 a.m. and 5:00 p.m. to make it easier for customers to conduct their business quickly.

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NAME	ADDRESS	PHONE	TOWN
Evan Mankel	160 Cambridge Park Drive Cambridge MA	617-386-6611	Cambridge
Betsy Hollans	75 COMMACK ST. MELROSE	617-821-4772	MELROSE
Stephen Fuller	70 Chandler St.	404-312-5480	Arlington
Jennifer Susse	45 Teal st	781-643-2564	Ar1.
Bill Walsh	26 Alewife Brook Pkwy	617-699-5967	Cambridge
Eric Barnes	122 Winsor Ave	619-248-1420	Watertown
Sandra Miller	62 Herbert Rd	781-856-9589	Arlington
Tori Kaufman-Paulman	70 EVERETT ST	(415) 265-8904	ARLINGTON
Michael Ben-Josef	48 Montserrat Ave	857-891-8382	Arlington
Tom DeYoung	15 VICTORIA ST	617-913-0022	Somerville
Greg Flord	46 Chandler St.	781-646-9019	Ar1
Greg Sargent	71 Cleveland St Apt 1	603-674-5253	Ar1
Adam Barhee	47 Gold Star Rd.	781-697-5665	Ar1
Katie Amaro	10 Magnolia Street	617-275-3153	Ar1
Rachel Applebaum	10 Magnolia St.	609-356-3483	Arlington
Eric Segal	84 Milton St	781-646-9009	Ar1

DeFranco

Susan Kalo	5 Ford St Cu	617-697-7191	Carl
Chad Keefe	5 Chestnut St.	781-648-5544	Carl
Frank Matar	7 Fred St BUR	617-717-9983 LINGTON Ave	Carl
Peene P. Morrison	14 Pawnee Dr.	Apr. 02474	Carl
Lynn Shanken	64 Marathon St.	781-646-8639	Carl
Robert Carney	15 Newman St	617-230-1300	Carl
Rob Mulligan	122 Lake St Arlington	443-540-4634	Carl
Rob Anastasio	23 Varnum St	617-631-921-1480	Carl
Blum Shuchan	33 Windsor St Apt	646-8857	Carl
Rene R. Don Cicchelli	57 Milton St.	857-236-4156	Carl
Joe Morris	19 Varnum St	617-666-1982	Carl
Sharon Sullivan	103 Randolph St.	617-217-0822	Carl
Chloe Cicchelli	33 Magnolia St	781-646-3359	Carl
Erik Phillips	73 Randolph St	978-460-0901	Carl
DAVID EMEC	56 May St.		Carl
Maquell Orme	2561 Mass Ave #2	617-491-8588	Carl
Cyler Smith	73 Dickman Ave	781-354-8657	Carl
Mara Seely	69 Milton St.	781-643-4542	Carl
Sharon Robinson	72 Magnolia St	857-756-6529	Carl
Lisa Whipkey	14 Waldo Rd		Carl
Larry Krupp	14 Fairmont St.	781-643-3315	Carl
Raymond	109 Walden		Carl
Francis Raboy	20 Trowbridge St.	617-821-5384	Carl
Laura Bagnall	66 Melrose	617-610-5306	Carl
Steve J. Wong	170 Pheasant Ave	617-833-7323	Carl
Jennifer Wong	170 Pheasant Ave	617-448-4149	Carl
Iara Hurt	11 Sagamore Ave	781-405-4488	Carl
Matthew Burt	27 Varnum St., Apt 3	602-733-9552	Carl
Bobby Sullivan	1 Herbert Road	978-606-0888	Carl
MIA KUMBAR	1 HERBERT RD	978-758-9598	Carl
Lark Warren	20 Woodland Leaf	617-962-2640	Carl
Dana Sykes	104 Woodstock St	603-585-2597	Somerville
Peter Arcana	30 Robbins Rd.	617-820-7436	Arlington

Jane Sullivan	9 Melrose St, Arlington	857 998 7251	Arlington
Valerie DAYLIGAN	17 Winter St. Arlington	781 511 7882	Arlington
Harry Albright	Russell Rd.	617-448-8661	Somerville
Brendan Russell	MATT ST.	781 330 1810	Arlington
William Litons	33 GRAFTON	781-479-6405	ARLINGTON
Sarah Adams	82 Chandler	781-475-0353	Arlington
Ellen Swiren	9 Melrose & 02474	781 605 1172	Arlington
Judith Kee	36 Linnaea St, Cambridge	617-491-0441	Cambridge
JOAN ROCHE	43 Beverly Rd, Arlington	781 643-8411	
AM		781 259 9146	Lincoln
Jennifer Hard	128 Thendike		Arlington
Diane Shohet	3 Sawin St	617 691 7649	Arlington
Carolyn Dancely	25 Dover Cambridge	508-333-1566	Cambridge
Jan Wall	1 Nickerson Road, Lexington	617-694-5524	ARLINGTON
Tom Mayent	139 PALMER ST	781-799-7782	ARLINGTON
Robert Russ	40 Thendike St	401-225-5248	Arlington
CAROLYN CROWLEY	27 DINNER RD	617-733-7925	MEDFORD
Holly Sheppard	73 Sunnyside Ave	617-461-6731	Arlington
Tom Price	60 Fountain	617-331-8351	Arlington
RUTH SCHULZ	90 DECATUR ST.	862 219 1921	ARLINGTON
Jennifer Fish	34 Milton St.	415-244-5378	Arlington
Clare Goldsmith	30 Marion Rd		Arlington
PETER REISS	68 MILTON ST		"
Stephanie Fox	63 Appleton St	781 956 2293	Arlington
Brian Day	12 Hadley Ct	781-775-8818	Arlington
Lindsay Pacheco	78 Jason St	857-756-8723	Arlington
Kim Mander	11 Purcell Rd	781-833-5215	Arlington
Pierre Borczuk	14 WALDO	781 710 7898	
Kevin Scarborough	26 Cleveland St	617 855-8580	
Philip F...	148A Main Rd	617-320-0042	
Marco A. Garcia	49 Broadway	617-771-1612	
LUCA SCHIANO	205 PLEASANT ST	617-678-2968	
JONATHAN FOSTER	37 LAFAYETTE ST	206 571 8808	

William Murray	66 Brady Ave, Arlington	617-755-6198	Arlington
MIKE SNYDER	36 PONDVIEW RD		Arlington, MA
Noemi Rizzo	20 Thornlike	617 921 4746	Arlington, MA
Dan Lyons	33 Grafton	781-330-9683	Arlington, MA
Ken Rensick	91 Melrose	617-599-2372	Arlington, MA
Anne Marie Gregg	36 LaFayette St	617-417-8406	Arlington, MA
Ann Ferencz	52 Worcester St		Arlington MA
Kevin Dietly	81 Yorktown St	508-932-8255	Somerville MA
Jorge Flores	59 Trowbridge St	617-752-1798	Arlington, MA
Tina Lung	48 Ware St. #1	315-430-5889	Somerville, MA
Sebastian Colilla	19 Hatch Rd	781-706-2146	Medford
DAVE ERBIE	50 Princeton Rd	617 599 2238	Arlington MA
Zach Sylvestre	38 Park St.	978-660-3576	Arlington MA
Philippe Rigallet	11 BRATTLE PL	609-216-5758	←
MusFleur Rahman	148 Mass Ave	978 457 3328	Arlington MA



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board November 26, 2018